

*The Gold Sneaker Initiative for Licensed
Child Care Facilities*





*Implementation Packet ~
Take it back and enact!*

Now that you have been trained, this packet will guide you through turning your facility into a Gold Sneaker facility!

Gold Sneaker Implementation Checklist

Use this checklist to help implement the Gold Sneaker Initiative in your facility. This checklist provides a step by step process for facilities seeking to earn the Gold Sneaker designation, recognized by the National Governors Association. This checklist is for facility's individual use only, to be used as a helpful tool, and its use is not required.

Steps to Complete	
Complete the official Gold Sneaker training through Tennessee's Child Care Resource & Referral Network (CCR&R). Obtain certificate of attendance from CCR&R.	
Add the question "Did you choose this facility because of the Gold Sneaker designation?" new registration forms for children.	
Have teachers in each class start tracking physical activity, immediately, for two weeks, prior to the staff training. This needs to be turned in with the application packet.	
Follow all of the pages titled "Implement It" in this packet to implement each policy.	
Provide the staff training at your facility. Keep a record on file of staff members who have received training. Assure new staff members complete training.	
Make sure breastfeeding plans are completed, if applicable, prior to submitting application. At least one completed copy if required, if applicable.	
Create a system to check that your facility completes all documentation needed, for example every second Tuesday of the month, portion sizes are checked. Every Friday, teachers turn in completed physical activity forms to director. Keep the documentation on file for at least 3 years from implementation start date.	

Steps to Complete, continued, page 2	
<p>Complete the Application Form. Send the Application Form and all required documentation to:</p> <p>Joan Cook Office of Child Nutrition & Wellness Tennessee Department of Health 425 5th Avenue North Cordell Hull Building, 4th floor Nashville, TN 37243</p>	
<p>Reminder ~ the 6 month survey will ask about the answer to the added question “Did you choose this facility because of the Gold Sneaker designation?” on new registration forms for children. The Tennessee Department of Health will also inquire with facilities periodically for this information. Be sure to count the number of persons who said YES and NO to this question.</p>	
<p>Reminder ~ A small percentage of facilities will be monitored. You will be contacted and a visit will be scheduled in advance of the Tennessee Department of Health’s visit. This visit will only relate to the Gold Sneaker initiative.</p>	

Implement It!

➡➡➡➡ Policy 1.1:

1. Change the policy! Make sure the new, enhanced policy is included in your facility's policy manual or guidelines.

The policy should read:

Children ages 12 months or older attending a full day program shall be offered at least 60 minutes of physical activity per day. Children attending less than a full day program shall be offered a proportional amount of such activities. For children ages three and older, at least 30 of the 60 minutes shall be offered as guided physical activity. The remainder of the physical activity may be other active play, learning and movement activities. This must be documented on forms provided with the Gold Sneaker initiative.

Structured and guided physical activity shall be offered and facilitated by teachers/caregivers and shall promote motor skill development, basic movement, creative movement, and general coordination. Such structured and guided physical activity offered shall consist of curricula developed by, and resources recommended by the Department of Health, Department of Human Services and the Child Care Resource & Referral Network. This must be documented on forms provided with the Gold Sneaker initiative.

Tracking

Assure inclusion of physical activity by including it within all classroom schedules and/or lesson plans.

Each day, classroom teachers should document the amount of physical activity the children were offered, and they type of activity (structured or unstructured). The policy shall be stated in the individual child care facility's policies. All forms and policy statements shall be made available for maintenance of the Gold Sneaker recognition.

2. Have staff start tracking this immediately, even before you get them trained! We want to get an idea of how much the training and policy help you assist the children in being more active. This is a requirement of the Gold Sneaker designation. Provide the "Physical Activity Documentation" form to staff to complete for at least two weeks prior to their training. Keep this documentation to send in with the final packet required for you to earn the Gold Sneaker designation.

3. Follow up to ensure staff members DO IT!


Ensure staff is aware of the new policy by providing a staff training. Use the "Child care facility staff training packet" provided in this packet to do so.

Each week, the center director should review the centers lesson plans to assure these practices are adhered to. The physical activity form needs to be completed daily for each classroom. This helps teachers remember to include it often!

4. Keep documentation on file for compliance!

All policy statements shall be made available for maintenance of the Gold Sneaker recognition. All physical activity forms must be kept on file and made available for maintenance of the Gold Sneaker recognition.

Activity Safety Checklist

	
	<i>Are there enough instructors per child?</i>
	<i>Is this activity safe (is there a danger in falling or tripping)?</i>
	<i>Do we have the right location (should the activity be done outside or inside)?</i>
	<i>Are children dressed appropriately for the environment?</i>
	<i>Are children dressed appropriately for the activity?</i>
	<i>If using equipment, have we reviewed any instructions or precautions included with such equipment?</i>
	<i>If using equipment, is it in good working order?</i>
	<i>Will the child learn something of value from the activity?</i>
	<i>Is the activity appropriate for this age child (does the game have too much instruction time)?</i>

Children are curious, active and always looking for a new adventure! In addition to providing activities which seem relatively safe, ADULT SUPERVISION is always needed and can not be replaced!!



Implement It!

➡➡➡➡ Policy 1.2

1. Change the policy! Make sure the new, enhanced policy is included in your facility's policy manual or guidelines.

The policy should read:

Television, video and other visual recordings shall not be used with children two years of age or younger. For children ages two and older, viewing of television, videos and other visual recordings shall be limited to no more than 60 minutes per day of educational programs or programs that actively engage child movement. Children attending less than a full day program shall be limited to a proportionate amount of such viewing.

2. Follow up to ensure staff members DO IT!

Ensure staff is aware of the new policy by providing a staff training. Use the "Child care facility staff training packet" provided in this packet to do so.

Each week, the center director should review the centers lesson plans to assure these practices are adhered to.

3. Keep documentation on file for compliance!

All policy statements shall be made available for maintenance of the Gold Sneaker recognition.

Policy 1.2 ~ Worksheet

What can teachers do instead of turning on the TV, watching videos or any other type of visual recordings?

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Implement It!

➡➡➡➡ Policy 1.3

1. Change the policy! Make sure the new, enhanced policy is included in your facility's policy manual or guidelines.

The policy should read:

Children shall not be allowed to remain sedentary or to sit passively for more than 60 minutes continuously, except for scheduled rest or naptime.

2. Follow up to ensure staff members DO IT!

Ensure staff is aware of the new policy by providing a staff training. Use the "Child care facility staff training packet" provided in this packet to do so.

Each week, the center director should review the centers lesson plans to assure these practices are adhered to.

3. Keep documentation on file for compliance!

All policy statements shall be made available for maintenance of the Gold Sneaker recognition.

Implement It!

➡➡➡➡ Policy 1.4 & 1.8: Installing Positive Habits

1. Change the policy! Make sure the new, enhanced policy is included in your facility's policy manual or guidelines.

The policy should read:

Child care facilities must ensure physical activity, if used to control behavior, is used as a positive reinforcement and is never used negatively.

AND the policy should read:

Food is intended to nourish the body; therefore no food, candy or drink shall be used to control a child's behavior. All eating opportunities should consist of a respect for the child and promoting a positive attitude toward food.

2. Follow up to ensure staff members DO IT!

Ensure staff is aware of the new policy by providing a staff training. Use the "Child care facility staff training packet" provided in this packet to do so.

3. Keep documentation on file for compliance!

All policy statements shall be made available for maintenance of the Gold Sneaker recognition.

Implement It!

➡➡➡➡ Policy 1.5

1. Change the policy! Make sure the new, enhanced policy is included in your facility's policy manual or guidelines.

The policy should read:

Ensure appropriate infant and child feeding patterns, including breastfeeding. Staff will be sensitive to breastfeeding mothers and infants, and their eating patterns. Each breastfeeding infant will have a feeding plan on file, which is completed by the parent/parents and facility as a team to address their unique feeding patterns.

2. Follow up to ensure staff members DO IT!

Ensure staff is aware of the new policy by providing a staff training. Use the "Child care facility staff training packet" provided in this packet to do so.

Each month, the center director should review the feeding plans on file. Feeding plans must be kept on file at the center and updated on a regular basis.

3. Keep documentation on file for compliance!

All infant feeding plans and policy statements shall be made available for maintenance of the Gold Sneaker recognition.

Breastfeeding Infant Feeding Plan

Directions: To be completed by the parent(s) and the infant care giver. Plan should be updated every other month to reflect child's current feeding pattern.

Child Care facility name: _____

Name of child: _____

Date of Birth: _____

Parent's names: _____

Date of initial plan: _____

Date(s) of plan updates: _____

Describe baby's usual feeding schedule.

How is breastmilk to be stored and served?

Outline the mother's wishes she has regarding when to begin infant foods and what foods to give baby.

What should the provider do if baby is hungry and mom is late, or her supply of expressed breastmilk is gone?

Mom reminders:

- . Let your provider know if you want to breastfeed at the child care facility.
- . Decide how many feedings you think your baby might need at child care and give your provider enough milk each day.

Breastfeeding Infant Feeding Plan EXAMPLE!!

Directions: To be completed by the parent(s) and the infant care giver. Plan should be updated every other month to reflect child's current feeding pattern.

Child Care facility name: Good Times Daycare

Name of child: Baby Laura

Date of Birth: (8 weeks old)

Parent's names: Suzie and John

Date of initial plan: Any month, any day

Date(s) of plan updates: in 2 more months or as the mother desires

Describe baby's usual feeding schedule.

Laura nurses every couple of hours throughout the day. At this time, she takes nothing else.

How is breastmilk to be stored and served?

Keep Laura's bottles of expressed milk in refrigerator. Heat breastmilk in warm water. Swirl to mix. Hold and cradle Laura during feedings. Discard any leftovers.

Outline the mother's wishes she has regarding when to begin infant foods and what foods to give baby.

No solids until 4 - 6 months. First food cereal, then progress with vegetables and fruits. Add strained meats around 8-9 months. Feed solids by spoon. Water in cup at mealtimes. No juice.

What should the provider do if baby is hungry and mom is late, or her supply of expressed breastmilk is gone?

Mom will leave a can of ready to feed Enfamil formula at the center to be used in the event Laura is hungry and all expressed breastmilk is gone.

Mom reminders:

- . Let your provider know if you want to breastfeed at the child care facility.
- . Decide how many feedings you think your baby might need at child care and give your provider enough milk each day.

Breastfeeding Infant Plan Practice Scenarios

Baby Lou

Baby is 1 month old and mom breastfeeds exclusively. Mom does not plan on starting any solid foods until 4-6 months of age. Mom will not use formula and she wishes to nurse immediately upon arriving in the afternoon to pick up Baby Lou. Baby Lou is small and rather fussy. She seems to have some anxiety about being away from mom. Mom will not allow Baby Lou to have a pacifier. Mom has provided several containers of frozen milk to ensure Lou only gets breast milk.

Baby Jane

Baby is 4 months old and just started infant cereal twice a day. Mom feeds it at night and wants the center to provide the cereal in the morning or at lunch. Baby still nurses frequently, about every 3 hours. No other foods are given. Mom wants to start other foods around 6 months. Jane is a quiet baby, who rarely gets fussy. Jane likes to use a pacifier, but only a particular kind. Mom has started supplementing with formula, but only when there is no breast milk.

Baby Joe

Baby is 9 months old and nurses about 5 times a day, with 2 of those expected to be at the center with expressed milk. Baby Joe is eating all baby foods, and some table foods have been started. Joe has a big appetite. Joe is a mellow fellow and rarely cries unless he is hungry, which seems to be often. Mom feeds Joe as he is hungry. Mom uses formula in between feedings if there is not enough breastmilk. Sometimes she does not get much milk expressed, and she has to use formula more frequently. Either way is fine with mom, just use breastmilk first – Joe doesn't care as long as it is food!

Baby Zach

Baby is 6 months old and just starting to get teeth. Mom is trying to wean him from the breast, he just doesn't seem interested anymore. She has started formula, but is still pumping her breasts and offering breastmilk when it is available. Zach does not like the formula he likes the breastmilk better, but from the bottle. Zach is a fussy baby, and seems to receive a lot of attention at home, especially when he is fussy. Zach sometimes uses a pacifier, which seems to help him, but mom often forgets to bring it to the center.



Implement It!

➡➡➡➡ Policy 1.6

1. Change the policy! Make sure the new, enhanced policy is included in your facility's policy manual or guidelines.

The policy should read:

Ensure appropriate infant and child feeding patterns, including adequate time for meal consumption. Adequate time for meals and snacks will be allowed for all children, and will be included in classroom lesson plans.

2. Follow up to ensure staff members DO IT!

Ensure staff is aware of the new policy by providing a staff training. Use the "Child care facility staff training packet" provided in this packet to do so.

Each month, the center director should review the lesson plans on file to assure inclusion of adequate time.

3. Keep documentation on file for compliance!

Lesson plans and policy statements shall be made available for maintenance of the Gold Sneaker recognition.

Implement It!

➡➡➡➡ Policy 1.7

1. Change the policy! Make sure the new, enhanced policy is included in your facility's policy manual or guidelines.

The policy should read:

Ensure appropriate infant and child feeding patterns, including appropriate portion sizes. Appropriate portion sizes will be assured through staff training and will be monitored by random spot checks for each age group on a monthly basis.

2. Follow up to ensure staff members DO IT!

Ensure staff is aware of the new policy by providing a staff training. Use the "Child care facility staff training packet" provided in this packet to do so.

Each month, the center director should schedule the random spot checks to ensure completion.

3. Keep documentation on file for compliance!

Spot check forms should be kept on file and be made available for maintenance of the Gold Sneaker recognition.

Gold Sneaker Initiative

Application Packet & Instructions

Complete required information below. Return application with original signatures on page 3, in blue ink, along with all required documentation to:

Joan Cook
Office of Child Nutrition & Wellness
Tennessee Department of Health
425 5th Avenue North
Cordell Hull Building, 4th floor
Nashville, TN 37243

Date _____

Facility Name

Facility Number

Facility Address

Facility Phone Number

Facility Fax Number

Facility Email Address

Contact Person

Director, if different from Contact Person

Date training completed

Number of children enrolled at facility

Gold Sneaker Initiative Application Packet & Instructions, Page 2

In addition to the completed form above, include the following documentation:

1. Copy of training certificate from Child Care Resource & Referral
2. Physical activity logs collected for two weeks, prior to staff training and starting the program
3. A copy of facility's registration form with the added question for parents to answer "Did you choose this facility because of the Gold Sneaker designation?"
4. A copy of the facility's policies, handout or other document that outlines the facility's rules which includes the Gold Sneaker policies.
5. A copy of a completed infant breastfeeding plan, with all names marked out to not identify anyone person. (If any breastfed infants are attending the facility; if not, it must be stated there are none).
6. A copy of one portion size spot check form, completed by the facility.

Once received, all application materials and documents will be reviewed. If you facility is lacking any required information, you will contacted for assistance.

Once your application is approved, you will be notified of earning Gold Sneaker status and will receive:

- A certificate of achievement
- Two Gold Sneaker stickers which can be placed on entrance(s) to the facility or used in promotional activities for the facility
- Gold Sneaker stickers for your facility
- Access to an electronic Gold Sneaker logo to be used in materials produced by the facility
- Recognition on the following websites: Department of Health, Department of Human Services and the Gold Sneaker websites

Approximately six months following your training, you will receive a six month survey to complete. By completing it and returning, you will receive a physical activity DVD for use in your center!!

Thank you for impacting your children's health AND their future through the Gold Sneaker program at YOUR facility!

Gold Sneaker Initiative

Application Packet & Instructions, Page 3

I am committed to the implementation of the Gold Sneaker initiative in my facility and am aware that my facility could be randomly selected to be monitored for earning the Gold Sneaker designation. I will comply with monitoring visits and make policies and documentation available as outlined through the Gold Sneaker initiative.

Monitoring visits will be conducted by staff from the Office of Child Nutrition and wellness, Tennessee Department of Health and will be scheduled in advance. These visits will only pertain to the Gold Sneaker initiative.

I agree to keep my facility's Gold Sneaker documentation on file for 3 years.

Signature, and title

Date