



PA NAP SACC Action Planning Tips

Now that you have completed the self-assessment process, you can start planning for healthy changes. When you are ready for action planning, consider the tips below:

- **Use your summarized self-assessment results pages to guide you.**
 - Each self-assessment question represents a best practice that your program can strive to meet. Before you start setting goals for change, take a moment to review your results, and recognize and celebrate your strengths!
- **Refer to the blank copy of the Action Plan.**
 - This copy is provided for to assist you as you plan and prepare your action steps. You can print the blank Action Plan to take notes on before you submit the final Action Plan responses online.
- **To start, choose just 1-2 nutrition and 1-2 physical activity best practices as goals.**
 - Start small, with goals that are manageable. Small changes can have a huge positive impact! The goals you select can come from either the preschool self-assessment, the infant-toddler self-assessment, or a combination of both. ***Child Care Wellness Project participants are required to identify 1 nutrition goal and 1 physical activity goal. Additional goals are optional.*
- **When writing goals, try to ensure that they are “SMART”:** Specific, Measurable, Agreed Upon, Realistic, and Time-Based.
 - Think about the people in your program and in your community who might be able to help you with this work. Consider what resources (materials, equipment, staff time, community partners, consultation, professional development, etc.) you will need to support you in reaching your goals.

Sample Nutrition Goal:

Nutrition Goal: Make drinking water available for self serve, both indoors and outdoors.

Action Steps to Reach Outcomes:

Action: Find creative ways to make water easily accessible to children, such as child-height water coolers, individual water bottles, or pitchers and cups on a specified table.

Persons Responsible: Director and teaching staff

Needed: Christina will take the lead in getting estimates on different options for having water available. Marc and Lina will think about where the water could be located and how to help children use the new options independently without continuous spills or frequent trips when it is a novelty, such as talking about thirst, direction charts with pictures for use, etc.

Timeline: Christina, Marc and Lina will bring their findings and ideas to the staff meeting in November and decisions about purchasing will be made by December.

Do you currently have a written policy related to this goal area?

No

If you have an existing policy, what are some ways in which you could improve or enhance your policy in this area? If you do not have an existing policy, what areas would you like to address in your new policy?

Action: Update nutrition policy to include emphasis on water and be sure families are notified of this new change.

Persons Responsible: Patrick, Lina

Needed: Patrick will review section 4: Nutrition, Food Handling, and Feeding of the Model Child Care Health Policies book and incorporate language around healthy beverages into the existing nutrition policy. Patrick will also clarify how water and milk fit into CACFP guidelines. Lina will communicate the importance of water to families in the family newsletter.

Timeline: Policy draft will be ready for review by staff by February and will be shared with families through the monthly newsletter.

- **Consider policy.**
 - Written policies can include any written guidelines about your program's operations or expectations for staff, children and families. Policies can be included in parent handbooks, staff manuals, and other documents. When action planning, think about what practices might be included in your current or new policy. Later, when you are ready to develop or enhance your policies, a helpful resource that includes templates is the [Model Child Care Health Policies, 5th Edition](#), found on the Early Childhood Education Linkage System (ECELS) website.

If you have questions or require technical assistance, contact

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