



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

BUILDING HEALTHY FOUNDATIONS

**Out-of-School Time Check
Healthy Eating and Physical Activity (HEPA)
Standards Self-Assessment
YMCA OF THE USA**



Date: _____

Site name: _____

Staff name: _____

HEALTHY EATING AND PHYSICAL ACTIVITY (HEPA) STANDARDS SELF-ASSESSMENT



BEFORE:

- Plan ahead to ensure you have the necessary documents and time to get the most value out of this assessment.
- Review the HEPA standards and support documents such as menus, daily schedules, policies, and other related materials.
- Share this tool with your team and recruit others to be part of this improvement process.



DURING:

- Choose answers that reflect the current document review and observation.
- Choose the answer that is most accurate, not the one that you think is “right.”



AFTER:

- Create Specific Measurable Actionable Realistic Time-specific (SMART) goals to eliminate gaps in HEPA standards compliance.
- Plan to re-check your site periodically throughout the year to keep your program on track.
- Celebrate your successes with your team, Y leaders and participant families/guardians.

AS PART OF OUR COMMITMENT WE PROMISE TO:

- Only offer healthy options at Y-provided snacks and meals.
- Provide a fruit and/or vegetable at all meals and snacks.
- Only provide milk and water as beverages.
- Set limits on screen time for duration and purpose.
- Provide daily physical activity offerings, outdoors when possible.
- Provide family-style meals and snacks.
- Have staff model healthy food and beverage choices and active play.

Let's see how we are bringing our commitment to life!

HEALTHY EATING AND PHYSICAL ACTIVITY (HEPA) STANDARDS SELF-ASSESSMENT

Parent Engagement: Reflect on pick-up and drop-off interactions, events and newsletters.

We engaged parents/caregivers using informational materials and/or activities focused on healthy eating and physical activity a minimum of once a quarter last year. Yes No

Physical Activity: Answer the statements below and keep in mind that physical activity can be broken down into smaller increments to meet daily total; moderate and vigorous activities increase heart rate and cause heavier breathing; and bone and muscle strengthening activities include running, jumping rope, or climbing.

DOCUMENT REVIEW: Review a lesson plan from a previous month to answer the questions. If you don't have a lesson plan, keep track of your program activities every day for 4 weeks.

We scheduled physical activities every day. Yes No

We state in our policy that daily moderate to vigorous activity will be provided, outdoors whenever possible. Yes No

We state in job descriptions that role modeling through participation in activities and positive discussions about active living are expectations. Yes No

We scheduled opportunities for moderate to vigorous activity for at least 60 minutes per day for a full-day program. Yes No

We scheduled opportunities for moderate to vigorous activity for at least 30 minutes for half-day program (morning and afternoon programs are each considered half-day programs). Yes No

We scheduled outdoor time every day. Yes No

OBSERVATION: Observe staff practices in activity during one day to answer questions below.

We observed physical activity that included a mixture of moderate to vigorous activity. Yes No

We observed physical activity that included bone and muscle strengthening activities. Yes No

We observed physical activity outdoors when weather permitted. Yes No

We observed one or more staff actively participating in physical activity. Yes No

Screen Time: Review a lesson plan from a previous month to answer the questions. Screen time includes television, movies, cell phone, video games, computer or other digital devices.

Screen time is limited to less than 30 minutes per day for children in half-day programs. Yes No

Screen time is limited to less than one hour per day for those in full-day programs. Yes No

Screen time is free of unhealthy food and beverage marketing. Yes No



HEALTHY EATING AND PHYSICAL ACTIVITY (HEPA) STANDARDS SELF-ASSESSMENT

Food and Beverages: Answer the statements only for food and beverages provided by the Y.

DOCUMENT REVIEW: Review a menu from a previous month and read product nutrition labels to answer the questions below. If you don't have a menu, create one and use it for 4 weeks or keep track of what you serve each day for 4 weeks.

Our policy/handbook includes our healthy eating standards. Yes No

Menu lists a fruit or vegetables (fresh, frozen, dried or canned in its own juice) at every meal and snack for last month. Yes No

Menu for last month only includes foods that are not fried foods, i.e. potato and corn chips. This may also include reheat foods like frozen French fries, tater tots and chicken patties/tenders/nuggets. If there is any uncertainty, refer to product website and customer service if needed. Yes No

Products reviewed: _____

Menu for last month only includes foods that do not contain trans-fat. Trans-fat will be listed as partially hydrogenated oil in the ingredient list. Yes No

Products reviewed: _____

Menu for last month only includes whole grains when grains are offered. To determine if the food is whole grain, check the ingredients. "Whole grain" should be listed first. Yes No

Products reviewed: _____

Menu for last month only includes food and beverages that are free of sugar as one of the first three ingredients or contain less than 8 grams of sugar per serving. Yes No

Products reviewed: _____

OBSERVATION: Observe staff practices during one day to answer questions below. Where needed, refer to nutrition label or ingredient list if uncertain.

Children are serving themselves (family-style). All food and beverages are served from common bowls and pitchers with limited help from adults. Yes No

Water is accessible and available to children at the table during snack and meal times. Yes No

Only water and unflavored 1% or nonfat milk (for children two or older) are provided. Yes No

Age appropriate serving utensils are visible to support children in serving themselves. Yes No

A fruit or vegetable is provided. Yes No

All grains provided are whole grains, if a grain is provided. Yes No

All foods provided are free of trans-fat and partially hydrogenated oils. Yes No

All food and beverages are free of sugar as one of the first three ingredients or contain less than 8 grams of sugar per serving. Yes No

All foods are not fried or previously fried. Refer to product packaging and website if unsure. Yes No

Y staff are modeling healthy eating behaviors during meal and snack times by participating in eating healthy meals with the children. Y staff are providing an encouraging and supportive environment by avoiding consumption of foods or beverages during program time that are inconsistent with the HEPA standards. Y staff are paying attention to verbal and nonverbal cues that support healthy role modeling. Yes No



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TAKING ACTION TO CREATE A HEALTHIER TOMORROW

Review the completed assessment with your team. Together, determine who will be responsible for each action, then determine the date when each action will be completed. This process should be repeated periodically throughout the year to improve your site and ensure compliance with the Healthy Eating and Physical Activity (HEPA) Standards.

Remember this is a process. Some identified concerns may require multiple assessments, milestones and reassessments to meet HEPA compliance. Be patient, diligent, and celebratory of all wins along the way.

IDENTIFIED AREAS (all "No" answers)	PERSON(S) RESPONSIBLE	ACTIONS	DUE DATES	COMPLETED
A fruit or vegetable is provided.	Jamie—Director	Meet with Senior Director to review snack budget.	10/01/2013	<input type="checkbox"/>
	John—Site Staff	Create list of local and national food vendors to contact.	10/04/2013	<input type="checkbox"/>
		Add fruit or vegetable taste test and education to all staff meetings.	10/04/2013	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
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