

SAMPLE ACTION PLAN for the Checklist Quiz

Below is a sample action plan that goes along with possible goals identified from the Checklist Quiz. Feel free to use this as a reference when creating your own action plan. However, you know your child care program/home best. Your action plan should reflect your unique needs to best help you and your child care program/home achieve your goals.

Action Plan Steps	Persons Responsible or Involved	Target Date for Completion
Goal: Drinking water is available inside and outside, where it is visible and available for self-serve		
1. Coordinate meeting with staff and director to discuss barriers to providing drinking water and possible solutions to the problem.	Director and staff	08/12/2011
2. Purchase pitchers and cups to keep in all classrooms and outdoors.	Director	09/16/2011
3. Arrange for staff training on importance of drinking water and availability of water for children.	Food Service director, staff and Registered Dietician or Nutritionist	10/15/2011
4. Begin implementing new water availability policy in all classrooms and outside.	Director, staff	11/01/2011
Goal: Sugary drinks (fruit drinks, sports drinks, sweet tea, soda) are never offered		
1. Discuss health risks of serving drinks high in sugar, and benefits of serving more water and milk at center.	Director and Food Service director and staff	09/30/2011
2. Re-evaluate budget and update menus to account for change in beverage choices, and send newsletter home to parents explaining choices.	Director and Food Service Director.	10/15/2011
Goal: Fried or pre-fried potatoes (French fries, tater tots, hash browns) are never offered to toddlers and preschoolers		
1. Coordinate meeting with food service staff and director to discuss barriers and strategies for never offering fried or pre-fried potatoes.	Director and Food Service director and staff	09/01/2011
2. Discuss alternatives with cook, seeking consultation from a registered dietician or nutritionist.	Director, Cook, and Registered Dietician or Nutritionist	09/15/2011
3. Implement new menu changes and send newsletter home to parents about changes.	Director, All Staff	10/01/2011
Goal: Active play time (indoor and outdoor) is provided to all preschool children, including children with special needs, more than 120 minutes each day		
1. Evaluate daily schedule for areas of added active play time.	Director and All Staff	09/25/2011
2. Hold staff meeting to discuss areas for improvement in active play time for all classrooms.	Director and All Staff	10/15/2011
3. Implement new policy on increasing active play time.	Director and All Staff	11/01/2011

Goal: Active play time (indoor and outdoor) is provided to all toddlers, including children with special needs, 60-90 minutes each day		
1. Evaluate daily schedule for areas of added active play time.	Director and All Staff	10/10/2011
2. Hold staff meeting to discuss areas for improvement in active play time for all classrooms.	Director and All Staff	10/28/2011
3. Implement new policy on increasing active play time.	Director and All Staff	11/15/2011
Goal: Parents of preschool children are offered screen time reduction and/or media literacy education (e.g., special programs, newsletters, or information sheets)		
1. Research availability, cost, feasibility and sustainability of potential training and education opportunities.	Director, lead teachers, and local child care consultant	10/25/2011
2. Develop list of feasible trainings or informational programs and write a plan for implementation for the next 12 months.	Director, lead teachers, and local child care consultant	11/15/2011
3. Complete at least 1 special program and mail home informational sheet regarding introduction to screen time reduction strategies.	Director and All Staff	12/01/2011