

CHILD CARE MENU PLANNING WORKSHEET

Week Of: _____

Facility Name/License Number (last 4): _____

Hours of Operation: _____ County: _____

Contact Person/Telephone Number: _____

Licensing Official Name: _____



Record all food and beverages served. Please refer to Appendix C in Regulations Governing Licensure of Child Care Facilities for nutritional standards.

Meal Components	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast-Time: _____ Fruit Cereal or Bread/Bread Alternate Milk					
Snack-Time: _____ (Select 2 out of 4 food groups) Meat or Meat Alternate Vegetable, Fruit, or Juice Bread or Bread Alternate Milk					
Lunch/Supper-Time: _____ Meat or Meat Alternate Vegetable and Fruit (2 Veg/fruit or 1 veg & 1 fruit) Bread or Bread Alternate Milk					
Snack-Time: _____ (Select 2 out of 4 food groups) Meat or Meat Alternate Vegetable, Fruit, or Juice Bread or Bread Alternate Milk					
Snack-Time: _____ (Select 2 out of 4 food groups) Meat or Meat Alternate Vegetable, Fruit, or Juice Bread or Bread Alternate Milk					

*Water is made available at all meals and snacks. *Whole grain bread & bread products are used. *No meal or snack may be served more than once in 24 hours.

*Other Foods or Condiments may be served with meals/snacks but DO NOT count as a component.

Instructions for MSDH Form F-444, Child Care Menu Planning Worksheet

Revised 01-02-20

PURPOSE

To be used by the child care provider to plan menus for meals and snacks.

INSTRUCTIONS

The child care provider completes weekly menus on the menu worksheet to obtain a license. A two-week plan must be submitted and approved prior to the issuing of a **temporary license** or the renewal of a **regular license**. The licensee may reproduce the worksheets for their own use. However, for licensing purposes only plans for two weeks are required.

Utilizing the *Regulations Governing the Licensure of Child Care Facilities*, Appendix C, the child care provider shall document and submit menu plans to be used over a two-week period. When the licensing official receives the plans, a copy will be placed in the child care facility file. The original will be forwarded to the designated trainer/nutritionist for review, comment, and/or approval.

The trainer/nutritionist will review the menu, document its approval or disapproval, and return a copy of the evaluation and menu plan to the licensing official, who places it in the permanent file and sends it back to the child care provider.

OFFICE MECHANICS AND FILING

Menu plans are made a part of the licensure district child care facility file.

RETENTION

The form shall be retained as a part of the permanent file.

GIST OF CHANGES

The following changes were made to Form 444:

- 1) Added facility license number
- 2) Added facility licensing official name
- 3) Removed facility mailing address and telephone number
- 4) Renamed breakfast snack to snack and added an extra row for that snack
- 5) Removed “other foods” from each meal/snack and “or Dairy food” from each snack