

# TOP Star Self-Assessment



Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Child Care Facility Name: \_\_\_\_\_

Local Health District: \_\_\_\_\_

Number of Children Licensed/Cared For: \_\_\_\_\_ Age range of children: \_\_\_\_\_

Please read each statement or question carefully and check the response that best fits your child care facility. Refer to the instruction sheet for clarification of questions, examples, and definitions.

## SECTION I: NUTRITION

<b>(N1) Fruits and Vegetables</b>				
<b>A.</b> Fruit (not juice) is offered:	<input type="checkbox"/> 3 times per week or less	<input type="checkbox"/> 4 times per week	<input type="checkbox"/> 1 time per day	<input type="checkbox"/> 2 or more times per day
<b>B.</b> Fruit is offered fresh, frozen, or canned <b>in its own juice</b> (no syrups):	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some of the time	<input type="checkbox"/> Most of the time	<input type="checkbox"/> All of the time
<b>C.</b> Vegetables (not including French fries, tater tots, hash browns, or dried beans) are offered:	<input type="checkbox"/> 2 times per week or less	<input type="checkbox"/> 3-4 times per week	<input type="checkbox"/> 1 time per day	<input type="checkbox"/> 2 or more times per day
<b>D.</b> Vegetables, other than potatoes, corn, and green beans, are offered:	<input type="checkbox"/> Less than 1 time per week	<input type="checkbox"/> 1-2 times per week	<input type="checkbox"/> 3-4 times per week	<input type="checkbox"/> 1 or more times per day
<b>E.</b> Cooked vegetables are prepared with added meat fat, margarine or butter:	<input type="checkbox"/> All of the time	<input type="checkbox"/> Most of the time	<input type="checkbox"/> Some of the time	<input type="checkbox"/> Rarely or never
<b>Score</b>	0	1	2	3
<b>(N2) Meats, Fats, and Grains</b>				
<b>A.</b> Fried or pre-fried potatoes (French fries, tater tots, hash browns) are offered:	<input type="checkbox"/> 3 or more times per week	<input type="checkbox"/> 2 times per week	<input type="checkbox"/> 1 time per week	<input type="checkbox"/> Less than once a week or never

<b>B.</b> Fried or pre-fried (frozen and breaded) meats (chicken nuggets) or fish (fish sticks) are offered:	<input type="checkbox"/> 3 or more times per week	<input type="checkbox"/> 2 times per week	<input type="checkbox"/> 1 time per week	<input type="checkbox"/> Less than once a week or never
<b>C.</b> High fat meats (sausage, bacon, hot dogs, bologna, ground beef) are offered:	<input type="checkbox"/> 3 or more times per week	<input type="checkbox"/> 2 times per week	<input type="checkbox"/> 1 time per week	<input type="checkbox"/> Less than once a week or never
<b>D.</b> Beans, lean meats ,or alternative protein sources are offered:	<input type="checkbox"/> Less than 1 time per week	<input type="checkbox"/> 1-2 times per week	<input type="checkbox"/> 3-4 times per week	<input type="checkbox"/> 1 or more times per day
<b>E.</b> High fiber, whole grain foods (whole wheat bread, oatmeal, brown rice, Cheerios®, etc) are offered:	<input type="checkbox"/> 1 time per week or less	<input type="checkbox"/> 2-4 times per week	<input type="checkbox"/> 1 times per day	<input type="checkbox"/> 2 or more times per day
<b>F.</b> Sweets or salty foods (cookies, cakes, muffins, chips, etc) are offered:	<input type="checkbox"/> 1 or more times per day	<input type="checkbox"/> 3-4 times per week	<input type="checkbox"/> 1-2 times per week	<input type="checkbox"/> Less than once a week or never
<b>Score</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>

### (N3) Beverages

<b>A.</b> Drinking water (inside and outside) is:	<input type="checkbox"/> Not visible	<input type="checkbox"/> Visible, but only available during designated water breaks	<input type="checkbox"/> Easily visible and available on request	<input type="checkbox"/> Easily visible and available for self-serve
<b>B.</b> <u>100%</u> fruit juice is offered:	<input type="checkbox"/> 2 or more times per day	<input type="checkbox"/> 1 time per day	<input type="checkbox"/> 3-4 times per week	<input type="checkbox"/> 2 times per week or less
<b>C.</b> Sugary drinks (Kool-Aid tm, sports drinks, sweet tea, punches, soda) other than 100% juice are offered:	<input type="checkbox"/> 1 or more times per week	<input type="checkbox"/> Less than 1 time per week	<input type="checkbox"/> Less than 1 time per month	<input type="checkbox"/> Rarely or never
<b>D.</b> Milk served to children ages 2 years and older is usually:	<input type="checkbox"/> Whole or flavored	<input type="checkbox"/> whole unflavored	<input type="checkbox"/> 2% low-fat unflavored	<input type="checkbox"/> 1% or non-fat skim unflavored
<b>E.</b> Soda and other vending machines are located:	<input type="checkbox"/> In entrance or front of building	<input type="checkbox"/> In public areas, but not entrance	<input type="checkbox"/> Out of sight of parents and children	<input type="checkbox"/> No vending machines on site

Adapted by the Utah Department of Health from the NAP SACC Program, Center for Health Promotion and Disease Prevention, the University of North Carolina, Chapel Hill, NC, published May 2007.

Score	0	1	2	3
<b>(N4) Menus and Variety</b>				
<b>A. Menus used are:</b>	<input type="checkbox"/> 1-week cycle	<input type="checkbox"/> 2-week cycle	<input type="checkbox"/> 3-week cycle or more without seasonal change	<input type="checkbox"/> 3-week cycle or more with seasonal change
<b>B. Weekly menus include a combination of both new and familiar foods:</b>	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some of the time	<input type="checkbox"/> Most of the time	<input type="checkbox"/> All of the time
Score	0	1	2	3
<b>(N5) Feeding Practices</b>				
<b>A. When children eat less than half a meal or snack, the staff help determine if they are full before removing the plate:</b>	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some of the time	<input type="checkbox"/> Most of the time	<input type="checkbox"/> All of the time
<b>B. When children request seconds, staff help determine if they are still hungry before serving additional food:</b>	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some of the time	<input type="checkbox"/> Most of the time	<input type="checkbox"/> All of the time
<b>C. Children are encouraged by staff to try a new or less favorite food:</b>	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some of the time	<input type="checkbox"/> Most of the time	<input type="checkbox"/> All of the time
<b>D. Food is used to encourage positive behavior:</b>	<input type="checkbox"/> All of the time	<input type="checkbox"/> Most of the time	<input type="checkbox"/> Some of the time	<input type="checkbox"/> Rarely or never
Score	0	1	2	3
<b>(N6) Foods Offered Outside of Regular Meals and Snacks</b>				
<b>A. Guidelines provided to parents for food brought in for holidays or celebrations are:</b>	<input type="checkbox"/> Not available	<input type="checkbox"/> Loose guidelines with healthier options encouraged	<input type="checkbox"/> Written guidelines for healthier options that are not always enforced	<input type="checkbox"/> Written guidelines for healthier options that are usually enforced
<b>B. Holidays are celebrated with mostly healthy foods or with non-food treats like stickers:</b>	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some of the time	<input type="checkbox"/> Most of the time	<input type="checkbox"/> All of the time

<b>C. Fundraising consists of selling only non-food items (like wrapping paper, coupon books or magazines):</b>	<input type="checkbox"/> Never	<input type="checkbox"/> Rarely	<input type="checkbox"/> Some of the time	<input type="checkbox"/> Most of the time  <input type="checkbox"/> We do not fundraise
<b>Score</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>

### (N7) Supporting Healthy Eating

<b>A. Staff join children at the table for meals:</b>	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some of the time	<input type="checkbox"/> Most of the time	<input type="checkbox"/> All of the time
<b>B. Meals are served family style (children serve themselves with limited help):</b>	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some of the time	<input type="checkbox"/> Most of the time	<input type="checkbox"/> All of the time
<b>C. Staff consume the same food and drinks as the children:</b>	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some of the time	<input type="checkbox"/> Most of the time	<input type="checkbox"/> All of the time
<b>D. Staff eat or drink less healthy foods (especially sweets, soda and fast food) in front of the children:</b>	<input type="checkbox"/> All of the time	<input type="checkbox"/> Most of the time	<input type="checkbox"/> Some of the time	<input type="checkbox"/> Rarely or never
<b>E. Staff talk informally with children about trying and enjoying healthy foods:</b>	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some of the time	<input type="checkbox"/> Most of the time	<input type="checkbox"/> All of the time
<b>F. Support for good nutrition is visibly displayed in 2- to 5-year-old classrooms and common areas by:</b>	<input type="checkbox"/> No posters, pictures, or books about healthy food displayed	<input type="checkbox"/> A few posters, pictures, or books about healthy food displayed in a few rooms	<input type="checkbox"/> Posters, pictures, or books about healthy food displayed in most rooms	<input type="checkbox"/> Posters, pictures, or books about healthy food displayed in every room
<b>Score</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>

### (N8) Nutrition Education for Staff, Children, and Parents

<b>A. Training opportunities on nutrition (other than food safety and food program guidelines) are provided for staff:</b>	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Less than 1 time per year	<input type="checkbox"/> 1 time per year	<input type="checkbox"/> 2 times per year or more
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<b>B.</b> Nutrition education is provided for children through a standardized curriculum:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> 1 time per month	<input type="checkbox"/> 2-3 times per month	<input type="checkbox"/> 1 time per week or more
<b>C.</b> Nutrition education opportunities are offered to parents (workshops, activities and take home materials):	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Less than 1 time per year	<input type="checkbox"/> 1 time per year	<input type="checkbox"/> 2 times per year or more
Score	0	1	2	3
<b>(N9) Nutrition Policy</b>				
<b>A.</b> A written policy on nutrition and food service that covers most of the above topics:	<input type="checkbox"/> Does not exist	<input type="checkbox"/> Exists informally, but is not written or followed	<input type="checkbox"/> Is written, but not always followed	<input type="checkbox"/> Is written, available and followed
Score	0	1	2	3

## SECTION II: PHYSICAL ACTIVITY

<b>(PA1) Active Play and Inactive Time</b>				
<b>A.</b> Active play time is provided to all children ages 3 and older:	<input type="checkbox"/> 45 minutes or less each day	<input type="checkbox"/> 46-90 minutes each day	<input type="checkbox"/> 91-120 minutes each day	<input type="checkbox"/> More than 120 minutes each day
<b>B.</b> Active play time is provided to all toddlers (age 13 months to 3 years):	<input type="checkbox"/> 30 minutes or less each day	<input type="checkbox"/> 31-45 minutes each day	<input type="checkbox"/> 46-60 minutes each day	<input type="checkbox"/> 60-90 minutes each day
<b>C.</b> Teacher-led physical activity is provided to all children:	<input type="checkbox"/> 1 time per week or less	<input type="checkbox"/> 2-4 times per week	<input type="checkbox"/> 1 time per day	<input type="checkbox"/> 2 or more times per day
<b>D.</b> Outdoor active play is provided for all children:	<input type="checkbox"/> 1 time per week or less	<input type="checkbox"/> 2-4 times per week	<input type="checkbox"/> 1 time per day	<input type="checkbox"/> 2 or more times per day
<b>E.</b> Active play time is withheld for children who misbehave:	<input type="checkbox"/> Often	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never	<input type="checkbox"/> Never and we provide more active play time for good behavior

<b>F.</b> Children are seated (excluding naps and meals) more than 30 minutes at a time:	<input type="checkbox"/> 1 or more times per day	<input type="checkbox"/> 3-4 times per week	<input type="checkbox"/> 1-2 times per week	<input type="checkbox"/> Less than once a week or never
<b>G.</b> Short supervised periods of tummy time are provided for all infants, including those with special needs:	<input type="checkbox"/> 1 time per week or less	<input type="checkbox"/> 2-4 times per week	<input type="checkbox"/> 1 time per day	<input type="checkbox"/> Several times per day
<b>H.</b> Television and video use consists of the:	<input type="checkbox"/> TV turned on for 5 or more hours per week	<input type="checkbox"/> TV turned on for 3-4 hours per week	<input type="checkbox"/> TV turned on 2 hours per week or less	<input type="checkbox"/> TV used rarely or never
<b>Score</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>

### (PA2) Play Environment

<b>A.</b> Fixed play equipment (tunnels, balancing equipment, climbing equipment, overhead ladders) is:	<input type="checkbox"/> Unavailable at our site	<input type="checkbox"/> Only one type of equipment is available	<input type="checkbox"/> Different equipment available that suits most children	<input type="checkbox"/> Wide variety of equipment available and accommodates needs of all children
<b>B.</b> Portable play equipment (wheel toys, balls, hoops, ribbons) consists of:	<input type="checkbox"/> Little variety and children must take turns	<input type="checkbox"/> Some variety but children must take turns	<input type="checkbox"/> Good variety but children must take turns	<input type="checkbox"/> Lots of variety for children to use at the same time
<b>C.</b> Outdoor portable play equipment is:	<input type="checkbox"/> Available during special times only	<input type="checkbox"/> Located out of child sight and reach, staff must access	<input type="checkbox"/> Available on request	<input type="checkbox"/> Freely available by children at all times
<b>D.</b> Outdoor play space includes:	<input type="checkbox"/> No open running spaces or track/path for wheeled toys	<input type="checkbox"/> Very limited open running space, no track/path for wheeled toys	<input type="checkbox"/> Plenty of open running space, no track/path for wheeled toys	<input type="checkbox"/> Plenty of open running spaces and a track/path for wheeled toys
<b>E.</b> Indoor play space is available:	<input type="checkbox"/> For quiet play only	<input type="checkbox"/> For very limited movement (jumping and rolling)	<input type="checkbox"/> For some active play (jumping, rolling and skipping)	<input type="checkbox"/> For all activities, including running
<b>Score</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>

### (PA3) Supporting Physical Activity

<b>A.</b> During active play time staff:	<input type="checkbox"/> Supervise play only (mostly sit or stand)	<input type="checkbox"/> Sometimes encourage children to be active	<input type="checkbox"/> Sometimes encourage children to be active and join children in active play	<input type="checkbox"/> Often encourage children to be active and join children in active play
<b>B.</b> Support for physical activity is visibly displayed in 0- 5 year old classrooms and common areas by:	<input type="checkbox"/> No posters, pictures, or books about physical activity displayed	<input type="checkbox"/> A few posters, pictures, or books about physical activity displayed in a few rooms	<input type="checkbox"/> Posters, pictures, or books about physical activity are displayed in most rooms	<input type="checkbox"/> Posters, pictures, or books about physical activity are displayed in every room
<b>Score</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>

**(PA4) Physical Activity Education for Staff, Children, and Parents**

<b>A.</b> Training opportunities are provided for staff in physical activity (not including playground safety):	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Less than 1 time per year	<input type="checkbox"/> 1 time per year	<input type="checkbox"/> 2 times per year or more
<b>B.</b> Physical activity education (motor-skill development) is provided for children through a standardized curriculum;	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> 1 time per month	<input type="checkbox"/> 2 - 3 times per month	<input type="checkbox"/> 1 time per week or more
<b>C.</b> Physical activity education is offered to parents (workshops, activities and take home materials):	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Less than 1 time per year	<input type="checkbox"/> 1 time per year	<input type="checkbox"/> 2 times per year or more
<b>Score</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>

**(PA5) Physical Activity Policy**

<b>A.</b> A written policy on physical activity that covers most of the above topics	<input type="checkbox"/> Does not exist	<input type="checkbox"/> Exists informally, but is not written or followed	<input type="checkbox"/> Is written, but not always followed	<input type="checkbox"/> Is written, available and followed
<b>Score</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>

**SECTION III: BREASTFEEDING**

## (B1) Breastfeeding Policy (Employees)

Check if do not have employees; skip to (B2) Breastfeeding Infant Feeding Plan

<b>A.</b> Facility has a written policy on breastfeeding that includes accommodations for breastfeeding employees.	<input type="checkbox"/> Does not exist	<input type="checkbox"/> Exists informally, but is not written or followed	<input type="checkbox"/> Is written, but not always followed	<input type="checkbox"/> Is written, available and followed
Score	0	1	2	3

## (B2) Breastfeeding Infant Feeding Plan

<b>A.</b> Each breastfeeding infant/child has a feeding plan on file, which is completed by the parent(s) and facility as a team to address their unique feeding patterns.	<input type="checkbox"/> No feeding plan on file	<input type="checkbox"/> Plan occasionally completed	<input type="checkbox"/> Plan completed for most infants	<input type="checkbox"/> Plan completed and followed for all infants
<b>B.</b> Provides comfortable accommodations for mothers to breastfeed.	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some of the time	<input type="checkbox"/> Most of the time	<input type="checkbox"/> All of the time
Score	0	1	2	3

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