

Caregivers Promoting Healthy Habits: Implementing Wellness Policies in Day Care Homes in Georgia

Sub-grant Application 2014-2015 Requirements and Guidelines

Application Deadline: Tuesday, February 25, 2014, 5 p.m. EST
Online Version Available at www.decal.ga.gov

Bobby Cagle, MSW
Commissioner

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Implementing Wellness Policies in Day Care Homes in Georgia
Sub-Grant Application 2014-2015**

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Sub-Grant Application: Requirements and Guidelines

SECTION I: GENERAL INFORMATION

Purpose

Bright from the Start: Georgia Department of Early Care and Learning is awarding *Caregivers Promoting Healthy Habits* sub-grants to support wellness policies in day care homes. Bright from the Start contends that by adopting a wellness policy and implementing related activities, day care homes will provide an early childhood environment that supports good nutrition and physical activity.

Funding Source

Funding to administer the *Caregivers Promoting Healthy Habits* program comes from the United States Department of Agriculture Food and Nutrition Service Team Nutrition (TN) Initiative.

Eligible Homes

Sub-grants will be awarded to select **state licensed or federally approved day care homes** participating in the **Child and Adult Care Food Program (CACFP) in Appling, Brantley, Bryan, Bulloch, Camden, Chatham, Effingham, Evans, Glynn, Jeff Davis, Liberty, Long, McIntosh, Montgomery, Tattnall, Toombs, and Wayne** counties. Participating centers may choose from two levels of commitment, silver or gold, and will receive a maximum of \$500 at the silver level and \$1,000 at the gold level. Sub-grant awards will enable day care homes to implement needed nutrition and physical activity programs and/or activities.

Eligible Projects

Sub-grant funding must support one or more of the Team Nutrition strategies and deliver Team Nutrition messages of healthy eating and physical activity. Team Nutrition strategies and nutrition messages must be part of the objectives and work plan of the mini-grant recipient. The three TN strategies include:

- **Training and Technical Assistance** – Provide or participate in training and technical assistance specific for child care foodservice professionals to prepare and serve nutritious meals that appeal to children in care and meet the recommendations of Dietary Guidelines for Americans;
- **Nutrition Education** – Promote nutrition curriculum and education in child care settings through multiple communication channels to reinforce positive nutrition messages and encourage children in care to make healthy food and physical activity choices as part of a healthy lifestyle; and
- **Center and Community Support** – Build child care setting and community support for creating healthy environments conducive to healthy eating and physical activity.

Applicants must promote the following Team Nutrition messages:

- Eat a variety of foods;
- Eat more fruits, vegetables, and whole grains;
- Eat lower fat foods more often;
- Get your calcium-rich foods; and
- Be physically active.

Sub-grant Funding

Sub-grant awards will be “cost reimbursement” which means that Bright from the Start will repay the grantees for approved costs incurred during the grant period. Therefore, **applicants must have sufficient cash flow to enter into a cost reimbursement agreement.** Participating day care homes will be reimbursed each month and are expected to thoroughly document that costs have been paid and that debts have been settled.

Allowable and Unallowable Costs

See Appendix A.

Cooperation and Commitment Expected

Sub-grant recipients will enter into an agreement with Bright from the Start. The agreement period is from March 1, 2014 to February 28, 2015. The recipient will be responsible for conducting proposed activities; adhering to the approved budget; and meeting the agreement requirements, goals, and other sub-grant requirements listed in this Request for Applications.

Sub-grant recipients will be required to complete baseline and final surveys to capture information about their progress and to document program successes and/or barriers. Sub-grant recipients will be required to attend quarterly training workshops and cooperate with Bright from the Start staff during unannounced monitoring and technical assistance visits.

Sub-grant recipients must submit one-week menus and activity schedules (five consecutive business days) before the project start date, at the end of the program, and as requested throughout the agreement period. Recipients will also be required to distribute surveys developed by Bright from the Start to parents and staff to assess their perception of the program.

Sub-grant Recordkeeping

Applicants must have the ability and resources to maintain accounting systems that provide accurate, current, and complete disclosure of all financial transactions associated with sub-grant funding. These accounting systems must have the capacity to track and record all funds related to the proposed project separate from other income and costs of the organization.

Sub-grant recipients must also maintain records of project activities and a complete financial accounting of all project-related funds for three years after the end of the project unless otherwise noted. Sub-grant recipients must make all project related records available to Bright from the Start, USDA’s Food and Nutrition Service, or any of their representatives upon request. All funds must be spent by February 28, 2015.

Pre-Application/Bidders Conference

Bright from the Start will hold Pre-Application Conferences before the application deadline to explain the application process, answer questions, and provide resources for project activities. Applicants are not required to attend the Pre-Application Conference to submit an application. Registration for the Pre-Application Conferences is required. To register, contact Jennifer Popadiuk at 404-463-4093.

Important Dates to Remember

Application Re-Release Date	February 4, 2014
Grant Application Deadline Date	February 25, 2014
Application Review Period	February 25- March 12, 2014
Grant Cycle*	March 1, 2014 - February 28, 2015

****Although the grant cycle is March 1, 2014- February 28, 2015 funds will not be reimbursed for purchases made prior to notification of the grant award.***

SECTION II: APPLICATION CONTENT

Required Forms

All application forms must be completed and submitted to Bright from the Start by the deadline date. These forms must be typed, except where a signature or initial is required.

- Application Cover Page
- Self Assessment Checklist
- Wellness Policies Checklist
- Budget Description Chart

You can find these forms at www.decal.ga.gov.

Project Narrative

Provide a short narrative (no more than five pages) of your proposed project. The narrative should be typed, double spaced, with no more than 12-point font. Clearly label your narrative as “Project Narrative,” and include the following subheadings:

- a. Project goals and measurable objectives
- b. Need for the project
- c. Scope of the project
 1. Proposed activities for project including a timeline
 2. Number of children (0-5 years of age) and (over 5, when applicable) who will be served
- d. Strategies and action steps for the day care home. Include a viable plan to enforce policies, implement policy related activities, and report those activities and their associated outcomes
- e. Communication plans for parents and the community
- f. Day care home’s plan for and access to additional resources to continue policy-related activities after the grant period has ended
- g. Evaluation plan to assess activities performed

Budget Narrative

Provide a budget narrative (no more than five pages) that describes each line item from the Budget Description Chart and indicate how funds received will be spent. For example, what type of supplies will you purchase, and how will they be used? What kinds of training do you plan to provide, and to whom?

W-9

A completed W-9 must be submitted with the application. The form is available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

Letter of Agreement with Partner Organization

Applicants are encouraged to partner with local businesses and/or community organizations. Possible partnership activities include planning, promoting/advertising project activities, and participating in project activities. If a facility’s proposed activities depend on collaboration with another organization, a letter of agreement between the organizations must be signed and included with the application.

Only requested documents should be included in the application. Information not requested will be excluded from review. Bright from the Start and the review panel reserve the right to ask additional questions and/or request additional information.

SECTION III: SUBMISSION OF APPLICATIONS

Application Submission

Submit the application with original signatures. Maintain a copy for your records. Applications must be received by Bright from the Start no later than **5 p.m. EST on February 25, 2014**. Applications postmarked February 25, 2014 but not received by Bright from the Start by 5 p.m. EST on February 25, 2014 will be considered late and will not be considered for funding. Applications and supporting documents become property of Bright from the Start and, as such, become public information subject to Georgia's open records legislation and may be shared upon request.

All applications must be submitted to:

Bright from the Start: Georgia Department of Early Care and Learning
ATTN: Jennifer Popadiuk
2 Martin Luther King Jr. Drive, SE
Suite 754, East Tower
Atlanta, GA 30334

Personal deliveries must be given directly to a staff member at the reception desk on the seventh floor of the East Tower of the James H. "Sloppy" Floyd Building at 2 Martin Luther King Jr. Dr SE, Atlanta, GA 30334. Electronic and faxed applications will not be accepted.

SECTION IV: REVIEW OF APPLICATIONS

Review Panel

Sub-grant applications will be reviewed by neutral, qualified professionals selected for their unique, related experience. The review panel will read and score each application to make recommendations for awards.

Sub-grant Evaluation Criteria

The review panel will use the following criteria to score each application:

5 Points	Application questions are answered completely, and necessary documentation is provided.
10 Points	Program goals, measurable objectives, and need for project are clearly stated and documented.
15 Points	Innovativeness: Proposal includes novel ideas that show creative thinking and new approaches to nutrition and physical activity strategies for implementing policy related activities and achieving project goals.
10 Points	Scope of project: Intensity and duration of project activities and number of children who will be served are provided.
10 Points	Family/Community Support: Proposal provides documentation that indicates strong parental and/or community support for policy related activities.
10 Points	Administrative Capability: Proposal presents a viable plan for enforcing policies, implementing policy related activities, and reporting those activities.
10 Points	Sustainability: Proposal communicates the facility's plan and access to additional resources to continue policy-related activities after the grant period.
15 Points	Evaluation plan is clear and appropriate methods are used to gather data.
15 Points	Budget Narrative: A budget narrative (no more than five pages) is included and describes each line item from the Budget Description Chart and indicates how funds will be spent. All costs must be allowable under the Team Nutrition mini-grant (See Appendix A, pages 8-9).

Decision on Awards

The final decision on awards rests solely with Bright from the Start based on scores from the evaluation criteria. Applicants may be awarded the full amount requested, less funding than requested, or no funding at all. All funding decisions are final. No appeals will be considered.

Award Notification

Approved grantees will be notified at the end of the review and award process.

Contact Person

All questions about the application should be directed to Jennifer Popadiuk, Nutrition Project Manager, at 2 Martin Luther King Jr. Drive SE, Suite 754, East Tower Atlanta, GA 30334; by e-mail at jennifer.popadiuk@decal.ga.gov; or by phone at 404-463-4093.

APPENDIX A

Guidance Related to Sub-grant Costs

Funding to accomplish Team Nutrition’s important goal of improving children’s lifelong eating and physical activity habits is limited. To ensure the best use of funding, sub-grants applicants should ask the following questions regarding their proposed purchases that will be charged to the sub-grant:

1. Is the cost applicable to the sub-grant and its objectives?
2. Is the cost allowable according to program cost principles?
3. Is the cost reasonable?

Allowable Costs include, but are not limited to:

- **Training:** staff training related to nutrition, physical activity and/or food safety
- **Printed materials:** signage, brochures, pamphlets, newsletters, posters, handouts, etc
- **Educational Audiovisuals/computer software:** wellness-oriented DVDs, videos and CDs
- **Books:** children’s books with positive messages about nutrition and physical activity
- **Educational tools:** curricula, workbooks, toolkits, food models
- **Compensation for contract/permanent staff:** i.e. dietitian
- **Small items to promote physical activity:** jump ropes, hula hoops, parachutes

Allowable	Unallowable
Food Purchases	
<p>The purchase of food if the food is part of specific educational activity.</p> <ul style="list-style-type: none"> • The use of food must be related to nutrition education activities specified under objectives of the sub-grant proposal/plan. For example, conducting a classroom taste test of specific fruits or vegetables or demonstrating the making of simple, healthy snacks is a reasonable request. • Total cost of food should not exceed \$100. 	<p>Funds may not be used to purchase a meal for anyone.</p>
Kitchen Equipment	
<p>Purchase of small mobile kitchen equipment to demonstrate classroom food preparation or hands-on food experiences may be permitted if the activities are part of the integrated nutrition education lessons specified under objectives of the proposed sub-grant.</p> <ul style="list-style-type: none"> • Teachers’ commitment to teach nutrition in the classroom and share the use of the purchased mobile kitchen equipment among other teachers in the same day care home, if applicable, should be clearly indicated in the sub-grant proposal. • Total cost of food and nutrition-related equipment should not exceed 10% of the total sub-grant. 	<p>Funds may not be used to purchase foodservice operation equipment, salad bar equipment, refrigerators, food processors, etc.</p>

Allowable	Unallowable
Medical Equipment	
	<p>Funds may not be used to purchase medical equipment or health services related assessments such as obtaining clinical data on nutritional status or chronic disease risk assessment.</p> <ul style="list-style-type: none"> • Measurements of height, weight, skin fold thickness, blood pressure, cholesterol, blood glucose, and iron level are <u>not</u> allowable costs.
Physical Activity	
<p>It may be permissible to use funds to purchase posters, pamphlets, audiovisuals, and small consumable supplies (such as a few classroom jump ropes or hula hoops) to help teachers promote life-long physical activity habits as part of a classroom nutrition education activity.</p> <ul style="list-style-type: none"> • The costs associated with physical activities should not significantly detract from funds for promoting healthy eating. 	<p>Funds may not be used to purchase pedometers or award pins/certificates for everyone.</p> <p>Funds may not be used to purchase playground equipment, exercise or sports equipment, sports lessons (swimming, skating, etc.) or the services of a physical fitness organization.</p>
Promotional/Incentive Items	
<p>Any promotional item or incentive should promote Team Nutrition messages or refer the target audience to a website that provides Team Nutrition messages.</p> <ul style="list-style-type: none"> • Any costs associated with such promotions or incentives must be reasonable in comparison to the sub-grant funding. 	<p>Funds may not be used to purchase promotional /incentive items that promote Team Nutrition itself instead of its messages.</p>
Staff Development and/or Substitute Pay	
<p>With prior approval from Bright from the Start, sub-grant funding may be used to hire a substitute for the teacher, administrator, or foodservice staff representative to attend training that is necessary to further the specific objectives of this project, participate in planning sessions, or pursue other avenues for staff development in physical activity or nutrition education.</p> <ul style="list-style-type: none"> • A record of who attended the session, the duration of the session, and the purpose of the session is required. 	
Garden Equipment	
<p>If plans submitted by sub-grant recipient(s) specify a gardening activity, funds may be used to purchase a reasonable amount of supplies and equipment (e.g., seeds, potting soil, starter pots, shovels, hoes, etc.) for classroom gardening projects.</p>	<p>Funds may not be used to purchase bulk soils such as topsoil, irrigation supplies, fencing, or any type of large equipment such as a tiller or greenhouse.</p>

APPENDIX B

Guidance Related to Purchasing Goods and Services

A sub-grant recipient may not enter into contracts or use federal funds to support purchases or contracts without obtaining Bright from the Start approval where a conflict of interest, real or apparent, would be involved (also known as a less-than-arms length transaction). Such conflict would arise when:

- a) The employee, officer, or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs or is about to employ any of the above,

has a financial or other interest in the entity selected for the goods/services.

The sub-grant recipient and its employees are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

Bright from the Start will provide forms to selected recipients to be completed and maintained when goods or services are charged to the sub-grant.

APPLICATION COVER PAGE

Authority/Catalog of Federal Domestic Assistance Number: P.L. 110-161/10.574

PROJECT TIME SCHEDULE: Project Year **2014-2015** Beginning **March 1, 2014** Ending **February 28, 2015**

This application represents a claim for federal funds, and as such, should be completed by an individual authorized to sign financial transactions and legal documents.

Legal Name of the Day Care Home: <i>(Exactly as it appears on the Articles of Incorporation or on the 501(c)3 letter, if applicable)</i>	
Legal Address (Street, City, Zip Code): <i>(Exactly as it appears on Articles of Incorporation or on the 501(c)3 letter, if applicable)</i>	
Business Name of the Day Care Home:	
Physical Address of Day Care Home (Street, City, Zip Code):	
County:	
Owner/Executive Director:	Email Address:
Telephone Number:	Fax Number:
Project Contact (if different from owner/executive director):	
Position/Title:	Email Address:
Telephone Number:	Fax Number:
Is the home licensed by Bright from the Start? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, specify agency of federal, state, or local licensure or approval:	
Does the facility participate in the Child and Adult Care Food Program (CACFP)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the facility participate in Let's Move? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of 0-5 year olds enrolled in your facility:	
Facility is: <input type="checkbox"/> For profit <input type="checkbox"/> Non-profit	Federal Employee Identification Number: XX-XXXXXXX
Organization's Fiscal Year Beginning and End: _____ to _____	

The filing of this application has been authorized by the governing board of the agency and the undersigned representatives have been duly authorized by formal action of said board to file this application for, and on behalf of, said agency and otherwise to act as the authorized representatives of the agency in connection with this application. The undersigned confirms that the applying group, organization, or individual meets the criteria described in the Bright from the Start: Georgia Department of Early Care and Learning application; has provided accurate information regarding the project; and will meet project agreement requirements if awarded a sub-grant.

Signature of Owner/Executive Officer

Date

Developing and Implementing Your Wellness Policy

Follow these steps to develop your wellness policy:

1. Assess your needs using the **Self-Assessment Checklist** (page 13-16). This will help you determine which policies are most needed in your center.
2. Build your policy using the **Wellness Policies for Day Care Homes in Georgia** form (pages 17-19).
 - All facilities must commit to policies 1-4 at either the silver or gold level (page 17)
 - All facilities must indicate whether they are applying for silver or gold status (top of page 17)
 - Silver applicants must choose at least two additional policies (pages 18 and 19)
 - Gold applicants must choose at least four additional policies (pages 18 and 19)
3. Plan activities to support your policies, and write a brief **Project Narrative** (no more than five pages). Include the following information in the narrative:
 - a. Project goals and measurable objectives
 - b. Need for the project
 - c. Scope of the project
 - i. Proposed activities for project including a timeline
 - ii. Number of children (0-5 years of age) and (over 5, when applicable) who will be served
 - d. Strategies and action steps for the center. Include a viable plan to enforce policies, implement policy related activities, and report those activities and their associated outcomes
 - e. Communication plans for parents and the community
 - f. Institution's plan for and access to additional resources to continue policy-related activities after the grant period has ended
 - g. Evaluation plan to assess activities performed
4. Identify the cost of your activities, and fill out the **Budget Description Chart** (page 20).
 - Silver applicants should not exceed \$500.
 - Gold applicants should not exceed \$1,000.
5. Write a **Budget Narrative** to briefly describe each line item in the Budget Description Chart (no more than five pages). For example, what types of supplies will you purchase, and how will they be used? What kinds of training do you plan to purchase, and who will attend?

*For information about formatting and scoring of the project narrative and budget narrative, see the **Caregivers Promoting Healthy Habits Requirements and Guidelines** document.*

Wellness Self-Assessment

Directions: Use this checklist to identify wellness policies that may help improve the nutrition and physical activity environment of your facility. Although many of these items go above and beyond licensing and food program requirements, best practice recommendations are found in the right column.

Policy 1: Foods served to children meet Dietary Guidelines recommendations.			
Whole grains, like oatmeal, whole wheat bread, whole grain cereal, and brown rice are served:	<input type="checkbox"/> Twice per week or less	<input type="checkbox"/> At least 3 times per week	<input type="checkbox"/> Every day
High sugar grains, like sugary cereals, cookies, cakes, muffins, brownies, pastries and cereal bars are served:	<input type="checkbox"/> Twice per week or more	<input type="checkbox"/> 2 times per week or less	<input type="checkbox"/> Once per week or less
Fresh or frozen fruits or vegetables are served:	<input type="checkbox"/> Twice per week or less	<input type="checkbox"/> 3-4 times per week	<input type="checkbox"/> Every day
Dark green, red and orange vegetables like broccoli, spinach, greens, carrots, sweet potatoes, and tomatoes are served:	<input type="checkbox"/> Once per week or less	<input type="checkbox"/> At least 2 times per week	<input type="checkbox"/> 3 times per week or more
Fried or pre-fried vegetables, like hash browns, French fries, tater tots, fried okra and onion rings are served:	<input type="checkbox"/> Once per week or more	<input type="checkbox"/> 1-2 times per month	<input type="checkbox"/> Rarely or never
Sugar sweetened or artificially sweetened drinks, like Kool-Aid®, Crystal Light® and sports drinks are served:	<input type="checkbox"/> Twice per week or more	<input type="checkbox"/> Once per week	<input type="checkbox"/> Never
100% juice is served:	<input type="checkbox"/> Every day	<input type="checkbox"/> 3-4 times per week	<input type="checkbox"/> Twice per week or less
Fruits with added sugars, like fruit canned in syrup, are served:	<input type="checkbox"/> Every day	<input type="checkbox"/> Some days	<input type="checkbox"/> Never
Lean proteins, like lean beef, pork, poultry or seafood (not fried); beans; lentils; low-fat yogurt; eggs; and nuts are served:	<input type="checkbox"/> Twice per week or less	<input type="checkbox"/> At least 3 times per week	<input type="checkbox"/> 4 times per week or more
Beans or lentils are served:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Once per month	<input type="checkbox"/> Once per week or more
High fat or fried/pre-fried proteins like sausage, bacon, ground beef, hot dogs, chicken or beef nuggets, and fish sticks are served:	<input type="checkbox"/> Once per week or more	<input type="checkbox"/> 2-3 times per month	<input type="checkbox"/> Once per month or less
Policy 2: Children always have access to safe drinking water and are encouraged to drink water throughout the day.			
Water is available during outdoor play, and staff encourage children to drink water during active play:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> When the weather is hot	<input type="checkbox"/> Every day

Staff encourage children 1 year and older to drink water:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some days	<input type="checkbox"/> Every day
Adults drink water in front of the children:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some days	<input type="checkbox"/> Every day
Policy 3: Nutrition and physical education are included in the weekly curriculum.			
Activities and lessons that increase knowledge and acceptance of a foods and physical activities are planned:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Once per month	<input type="checkbox"/> Once per week or more
Staff discuss healthy foods during meal times:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some days	<input type="checkbox"/> Every day
Children participate in gardening, taste testing and/or cooking activities:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Once per month or more
Policy 4: Physical activity is scheduled to meet National Association for Sport and Physical Education guidelines for young children.			
Supervised tummy time is provided for all infants, including those with special needs:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some days	<input type="checkbox"/> Every day
Total physical activity time, both indoors and outdoors, for <u>toddlers</u> , including those with special needs, is scheduled:	<input type="checkbox"/> Less than 60 min per 8 hr day (30 min per 4 hr day)	<input type="checkbox"/> 60-89 min per 8 hr day (30-44 min per 4 hr day)	<input type="checkbox"/> 90 min or more per 8 hr day (45 min per 4 hr day)
Total physical activity time, both indoors and outdoors, for <u>preschoolers</u> , including those with special needs, is scheduled:	<input type="checkbox"/> Less than 90 min per 8 hr day (45 min per 4 hr day)	<input type="checkbox"/> 90-119 min per 8 hr day (45-59 min per 4 hr day)	<input type="checkbox"/> 120 min or more per 8 hr day (60 min per 4 hr day)
Structured, or teacher-led, physical activity for <u>toddlers</u> , including those with special needs, is scheduled:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> 15-29 min per 8 hr day (8-14 min per 4 hr day)	<input type="checkbox"/> 30 min or more per 8 hr day (15 min per 4 hr day)
Structured, or teacher-led, physical activity for <u>preschoolers</u> , including those with special needs, is scheduled:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> 30-59 min per 8 hr day (15-29 min per 4 hr day)	<input type="checkbox"/> 60 min or more per 8 hr day (30 min per 4 hr day)
Policy 5: Breastfeeding is promoted and adequately supported.			
A designated area for lactating mothers to breastfeed is:	<input type="checkbox"/> Not available	<input type="checkbox"/> Available	<input type="checkbox"/> Is private and has appropriate seating
Culturally appropriate breastfeeding support materials, like pictures, posters, brochures, pamphlets and other resources (not including those supplied by manufacturers of infant formula) are:	<input type="checkbox"/> Not available	<input type="checkbox"/> Limited, but available in 1 or 2 areas or by request	<input type="checkbox"/> Available and displayed in several areas of the facility
Policy 6: Caregivers practice responsive feeding and encourage children to try new foods.			
Infants are encouraged to finish their bottle after showing signs of fullness:	<input type="checkbox"/> Every day	<input type="checkbox"/> Some days	<input type="checkbox"/> Never

Children are encouraged to eat more than they want, and are asked to “clean their plate” or “make a happy plate”:	<input type="checkbox"/> Every day	<input type="checkbox"/> Some days	<input type="checkbox"/> Never
Staff gently encourage, but do not force, children to try all food components offered at meals and snacks:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some days	<input type="checkbox"/> Every day
Staff teach children to understand their internal cues of hunger and fullness through lessons or discussion during meals:	<input type="checkbox"/> Never	<input type="checkbox"/> Rarely	<input type="checkbox"/> Some days
Policy 7: Food is served family-style, and children participate in mealtime activities.			
Preschoolers are served meals family-style:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some days	<input type="checkbox"/> Every day
Toddlers are transitioned to self-feeding when they are ready:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> All of the time
Preschoolers help with meal service, such as setting the table:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some days	<input type="checkbox"/> Every day
Policy 8: Food and physical activity are not used as incentive or punishment.			
Food/beverages are used to manipulate the behavior of children:	<input type="checkbox"/> Frequently	<input type="checkbox"/> Some days	<input type="checkbox"/> Never
Physical activity is withheld as punishment:	<input type="checkbox"/> Frequently	<input type="checkbox"/> Some days	<input type="checkbox"/> Never
Policy 9: Families are partners in the task of fostering healthy eating and physical activity habits for children.			
Family handouts, brochures, or newsletters that include nutrition and physical activity information are provided:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Once per year	<input type="checkbox"/> Twice per year or more
Families are encouraged to provide healthy foods for celebrations:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Every time
Families are invited to participate in nutrition and physical activity events held at the center	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Once per year	<input type="checkbox"/> Twice per year or more
Policy 10: Sanitation, hygiene, and food handling are monitored to ensure a healthy environment.			
The center has a written policy that addresses foods brought from home and the policy is:	<input type="checkbox"/> We do not have a written policy	<input type="checkbox"/> Written down and addresses food safety, but not nutrition	<input type="checkbox"/> Written down, addresses food safety, nutrition, and requires prior approval of foods brought for sharing.
Adults and children wash their hands:	<input type="checkbox"/> As required by licensing	<input type="checkbox"/> At specific times, like before eating or after playing outside	<input type="checkbox"/> Frequently throughout the day
Toys and playground equipment are cleaned:	<input type="checkbox"/> As required by licensing	<input type="checkbox"/> More often than required	<input type="checkbox"/> Frequently, and there is a written cleaning schedule

Adults handling food are trained on procedures for safe food preparation and service:	<input type="checkbox"/> Upon hire	<input type="checkbox"/> Once per year	<input type="checkbox"/> At least once per year, and a staff member has a food safety certification
Food safety monitoring takes place:	<input type="checkbox"/> By the health department or Bright from the Start consultants	<input type="checkbox"/> Occasionally by the cook, director, or food program sponsor	<input type="checkbox"/> Weekly by the cook or director, and is documented in writing
Policy 11: Screen time is limited, and includes only commercial-free educational programming.			
Television, video or DVD programming includes:	<input type="checkbox"/> All types of programming	<input type="checkbox"/> Both commercial and educational programs	<input type="checkbox"/> Only commercial-free educational programs
TV, video or DVD viewing is permitted during meals or snacks:	<input type="checkbox"/> Every day	<input type="checkbox"/> Some days	<input type="checkbox"/> Never
Children under the age of 2 years watch TV, videos or DVDs:	<input type="checkbox"/> Every day	<input type="checkbox"/> Some days	<input type="checkbox"/> Never
For preschoolers, screen time is limited to:	<input type="checkbox"/> More than 2 hours per day	<input type="checkbox"/> 1 hours per day or less	<input type="checkbox"/> 2 hours per week or less
Policy 12: Sedentary activities are limited, and children have frequent opportunities to move freely.			
For infants, use of confining equipment, like swings, molded seats, jump seats or walkers is limited to:	<input type="checkbox"/> 30 minutes at a time	<input type="checkbox"/> 15 minutes or less at a time	<input type="checkbox"/> 15 minutes or less at a time, and only 1-2 times per day
During a typical day, not counting naps and meals, toddlers and preschoolers are expected to remain seated for:	<input type="checkbox"/> More than 30 minutes at a time	<input type="checkbox"/> 16-30 minutes at a time	<input type="checkbox"/> No more than 15 minutes at a time
Policy 13: Staff model healthy nutrition and physical activity habits for children.			
Staff sit with children during meals and snacks:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some days	<input type="checkbox"/> Every day
Staff participate in physical activities with the children:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Some days	<input type="checkbox"/> Every day
While in front of the children, staff are permitted to eat and drink:	<input type="checkbox"/> All types of foods and beverages	<input type="checkbox"/> Only healthy foods and beverages	<input type="checkbox"/> Only the same foods and beverages as the children
Policy 14: Staff is adequately trained about nutrition and physical activity for young children.			
The center shares wellness information or activities with staff by:	<input type="checkbox"/> Wellness information and activities are not shared with staff	<input type="checkbox"/> Notifying staff about community events, like health fairs	<input type="checkbox"/> Providing wellness information or planning staff wellness activities
Staff receive training on nutrition and physical activity for children:	<input type="checkbox"/> Rarely or never	<input type="checkbox"/> Less than once per year	<input type="checkbox"/> At least once per year

WELLNESS POLICIES FOR DAY CARE HOMES IN GEORGIA

Step 2: -Build your policy – All applicants must commit to mandatory policies 1-4, at either the silver or gold level.

The facility is applying for (choose one): Silver Gold

Policy #1. Foods served to children meet Dietary Guidelines recommendations.

- Canned fruit must be canned in juice or water (not syrup or light syrup).
- Juice served must be 100% juice without any added flavors or sweeteners.
- Beans or lentils must be served at least once per week.
- Other menu targets must be met as identified below (*see the guidance document for examples of each menu target below*):

Menu Item	Silver	Gold
Whole grains are served:	3 times per week or more	At least once per day
High sugar grains are served:	2 times per week or less	Once per week or less
Fresh or frozen fruits or vegetables are served:	3 times per week or more	At least once per day
Dark green, red or orange vegetables are served:	2 times per week or more	3 times per week or more
Fried or pre-fried vegetables are served:	1-2 times per month or less	Less than once per month
100% juice is served:	3-4 times per week or less	Twice per week or less
Lean proteins are served:	3 times per week or more	At least once per day
Fried, pre-fried or high fat meats are served:	1 time per week or less	2-3 per month or less

Policy #2. Children always have access to safe drinking water and are encouraged to drink water throughout the day.

- All: adults model frequent drinking of water in front of the children.
- Gold: drinking water is available during outdoor play.

Policy #3. Nutrition and physical activity education are included in the weekly curriculum.

- All: activities and lessons that increase knowledge and acceptance of a variety of foods and physical activities are planned every week.
- All: staff discuss healthy foods during meal times.
- Gold: children participate in gardening, taste testing, and/or cooking activities.

Policy #4. Physical activity is scheduled to meet National Association for Sport and Physical Education guidelines for young children.

- All: supervised tummy time is provided for all infants, every day.
- Silver: toddlers receive 60 minutes, and preschoolers receive at least 90 minutes of physical activity per 8 hour day.
- Silver: toddlers receive at least 15 minutes, and preschoolers receive at least 30 minutes of structured physical activity per 8 hour day.
- Gold: toddlers receive at least 90 minutes, and preschoolers receive at least 120 minutes of physical activity per 8 hour day.
- Gold: toddlers receive at least 30 minutes, and preschoolers receive at least 60 minutes of structured physical activity per 8 hour day.

WELLNESS POLICIES FOR DAY CARE HOMES IN GEORGIA

Step 2: -Build your policy – All applicants must choose additional wellness policies to implement.

Silver Applicants: Choose at least two additional policies from the list below (policies 5-14)

Gold Applicants: Choose at least four additional policies from the list below (policies 5-14)

Policy #5. Breastfeeding is promoted and adequately supported.

- All: breastfeeding support materials, like picture, posters, brochures, pamphlets and other resources are available and displayed in several areas of the facility.
- Gold: there is a plan to provide breastfeeding women, including staff members, with a space that is private and has seating to breastfeed or pump milk upon request.

Policy #6. Caregivers practice responsive feeding and encourage children to try new foods.

- All: infants are never encouraged to finish their bottle after showing signs of fullness.
- All: children are never encouraged to eat more than they want or to “clean their plate.”
- All: caregivers encourage, but do not force, children to try all foods offered at meals and snacks.
- Gold: caregivers teach children to understand their internal cues of hunger and fullness through formal lessons or discussion during meals.

Policy #7. Food is served family-style, and children participate in mealtime activities.

- All: preschoolers are served meals family-style, and toddlers are transitioned to self-feeding when they are ready.
- Gold: preschoolers help with meal service, such as setting the table, passing out milk, and other activities.

Policy #8. Food and physical activity are not used as incentive or punishment.

- All: food and beverages are not used to manipulate the behavior of children.
- All: physical activity is not withheld from children as punishment.

Policy #9. Families are partners in the task of fostering healthy eating and physical activity habits for children.

- All: the wellness policy is shared with all families.
- All: family handouts, brochures or newsletters that include nutrition and physical activity information are provided at least twice per year.
- All: if families are allowed to bring in foods for sharing, they are encouraged to provide healthy foods.
- Gold: families are invited to participate in nutrition or physical activity events held at the facility at least twice per year.

Policy #10. Sanitation, hygiene and food handling are monitored to ensure a healthy environment.

- All: a written policy is developed and shared with parents regarding foods brought from home that addresses food safety and nutrition and requires prior approval of any foods brought for sharing.
- All: hand washing is stressed as the first defense against germs. Adults and children wash their hands frequently.
- All: toys and playground equipment are regularly cleaned.
- Gold: adults are trained on procedures for safe food preparation and service, and weekly monitoring procedures are documented in writing.

Policy #11. Screen time is limited, and includes only commercial-free educational programming.

- All: screen time is not allowed during meals or snacks.
- Silver: screen time is limited to 1 hour per day or less.
- Gold: screen time is not allowed for children 2 years and under.
- Gold: screen time is limited to 2 hours per week or less for preschoolers.

Policy #12. Sedentary activities are limited, and children have frequent opportunities to move freely.

- Silver: For infants, use of confining equipment is limited to 15 minutes or less at a time.
- Gold: For infants, use of confining equipment is limited to 15 minutes or less at a time, and only 1-2 times per day.
- Silver: Toddlers and preschoolers remain seated for no longer than 30 minutes at a time, not counting meals or naps.
- Gold: Toddlers and preschoolers remain seated for no more than 15 minutes at a time, not counting meals or naps.

Policy #13. Staff model healthy nutrition and physical activity habits for children.

- All: staff sit with children during meals and snacks.
- All: staff participate in physical activities with the children.
- All: staff only eat healthy foods and drink healthy beverages in front of the children.
- Gold: staff eat the same foods and drink the same beverages as the children.

Policy #14. Staff is adequately trained about nutrition and physical activity for young children.

- All: wellness information and/or activities for employees are provided.
- Gold: staff receive training on nutrition and physical activity at least once per year.

BUDGET DESCRIPTION CHART

Silver Applicants: Do not exceed \$500.00 total.

Gold Applicants: Do not exceed \$1,000.00 total.

Descriptions	Funds Requested
Supplies	\$
Equipment	\$
Training	\$
Personnel	\$
Travel ¹	\$
Consultants/Contracts	\$
Other Expenses	\$
Indirect Costs ² , if applicable	\$
PROJECT TOTAL	\$

- 1) *Mileage reimbursement for one car to leave and return to the day care home for each of the four required quarterly trainings need not be included in the "Travel" line item above. Mileage reimbursement will be provided in addition to the total grant funds and will be calculated and automatically reimbursed by Bright from the Start. All travel expenses must comply with state travel regulations.*
- 2) *Indirect costs must be allocated on a consistent and rational basis in accordance with Bright from the Start's financial management system. An institution cannot use an indirect cost rate to assign costs to the project unless the rate has been developed through a cost allocation plan approved by Bright from the Start. Therefore, if costs are allocated to the indirect costs line item, the institution must submit a cost allocation plan for approval.*

Application Checklist

Use the checklist below to ensure the application is complete.

Application:

- Day Care Home information is complete, and owner/executive officer has signed (pg. 11)
- Self-Assessment is complete (pg. 13-16)
- Day Care Home indicated if they are applying for silver or gold status (pg. 17)
- Wellness policy has been created: Silver applicants chose at least two additional policies; gold applicants chose at least four additional policies (pg. 18-19).
- Budget Description Chart is complete and does not exceed \$500 for silver, or \$1,000 for gold (pg. 20)
- All items in budget are allowable under the Team Nutrition Sub-Grant (Appendix A)

Supporting documents:

- Project narrative (no more than five pages) that includes information requested
- Budget narrative (no more than five pages) that includes a description of each budget line item and how funds will be spent
- W-9 Request for Taxpayer Identification and Certification
- If applicable, Partnership Letter of Agreement
- If applicable, Cost Allocation Plan for Indirect Costs

Miscellaneous:

- Original application with original signatures, clearly labeled "Original"
- Two copies, clearly labeled "Copy"
- Originals and copies printed on one side only on white, 8 ½ x 11 inch paper

Mail all items in one package to:

Bright from the Start: Georgia Department of Early Care and Learning
ATTN: Jennifer Popadiuk
2 Martin Luther King Jr. Drive, SE
Suite 754, East Tower
Atlanta, GA 30334

Applications must be received by February 25, 2014 at 5 p.m.

Faxed or e-mailed applications will not be accepted

Direct all questions to Jennifer Popadiuk, Nutrition Project Manager, at (404)463-4093 or jennifer.popadiuk@decal.ga.gov.