

Save the Children Healthy Choices Site Observation Checklist

School:

Healthy Choices Coordinator:

Date:

The Healthy Choices Site Observation Checklist is a tool for Program Specialists and Site Supervisors to observe the program on a given day. The observer should circle the performance of best practice (middle column) and make notes (right column) for a feedback and coaching session with the Healthy Choices Coordinator (HCC). If any item does not pertain to the site you're visiting (e.g., a light meal is served instead of a healthy snack), write that in the Notes column. The observer should provide the HCC with a copy of the completed form and keep the original in his/her files.

BEST PRACTICE	PERFORMANCE OF BEST PRACTICE <ul style="list-style-type: none"> • Fully performed • Somewhat performed • Not performed 	NOTES
Administrative Tasks		
The Healthy Choices Coordinator records attendance.	FULLY PERFORMED SOMEWHAT PEFORMED NOT PEFORMED	
There are established rules for the gymnasium/physical activity space and the children are aware of them.	FULLY PERFORMED SOMEWHAT PEFORMED NOT PEFORMED	
There are behavior plan for the gymnasium/physical activity space and the children are aware of the expectations and consequences for inappropriate behavior.	FULLY PERFORMED SOMEWHAT PEFORMED NOT PEFORMED	
There is a plan for addressing and reporting injuries.	FULLY PERFORMED SOMEWHAT PEFORMED NOT PEFORMED	

<p>The Healthy Choices Coordinator has a written physical activity session plan for the week.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator has a written nutrition education lesson plan for one day of the week.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The afterschool program bulletin board includes information about the monthly nutrition theme.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>Healthy Choices data in the online M & E System is up to date through the previous week.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>Healthy Snack Time</p>		
<p>A snack is provided for all children in the afterschool program.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The snack meets Save the Children’s Healthy Snack Standards.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>An organized method is used for each child to get a snack.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	

<p>Children are required to wash their hands or use hand sanitizer before eating the snack.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>All food allergies are properly addressed.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>Children are provided with at least 10 minutes to eat their snack.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>Children are assisted with food preparation (e.g., peeling an orange, opening a water bottle) if needed.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>Children are actively encouraged to eat, or at least taste, their snack.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator or another adult briefly discusses the nutritious aspects of the snack with the children.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator or another adult discusses the nutrition Work of the Week with the children.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	

The majority of snacks are eaten.	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
All waste is disposed of properly.	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
Physical Activity Session		
All children in the afterschool program participate in a 30 minute physical activity session.	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
The physical activity space is big enough that all children are active at the same time in a safe manner.	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
The physical activity space is free from hazards such as desks, poles, and ruts (if outside).	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
The Healthy Choices Coordinator is prepared to start physical activity with the children as soon as they arrive.	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
The equipment is safe in that it is age-appropriate size and weight and in good condition.	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	

<p>There is enough equipment that all children are active at the same time without waiting for a turn.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>Groups/teams are assembled in a manner that does not require the children to pick teams.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator uses start and stop signals that the children respond to promptly.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator gives clear directions and explanations that the children understand and follow.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The transition(s) between activities is quick and smooth.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator uses games and practices that keep the children actively engaged in moderate-to-vigorous physical activity (they are breathing hard and sweating) for the majority of time.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>Multiple games/activities are used so that children do not get bored with a game/activity.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	

<p>The game(s) does not result in children being “out” for more than a few seconds.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator provides positive feedback to the children.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator encourages children to make positive comments to one another and intervenes if there are negative comments or bullying.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator deals with behavioral issues quickly and well.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator deals with accidents and injuries quickly and well.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator asks the children about their breathing and/or heart rate at least once.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator uses music appropriately.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	

<p>The Healthy Choices Coordinator solicits the children’s feedback about the activity(ies).</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator shows a lot of energy and enthusiasm about physical activity.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>A large physical exertion chart is displayed in the gymnasium/physical activity space.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>Nutrition Education Lesson (one day per week) [if not conducted on the day of the site visit, write that in the Notes column]</p>		
<p>All children in the afterschool program participate in a nutrition education lesson during their Healthy Choices rotation.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator is fully prepared for the lessons (e.g., materials, photocopies, A/V).</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator reminds the children of the nutrition theme for the month and/or subtheme for the week.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator introduces the topic/purpose/objective of the lesson.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	

<p>Children are engaged in the lesson through an activity/game and questions/discussion.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator connects the lesson content to the content from previous lesson(s).</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator provides a short summary of key topics/points/words at the end of the lesson.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator asks the children how much they enjoyed the lesson.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>The Healthy Choices Coordinator shows a lot of energy and enthusiasm about nutrition.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	
<p>A large MyPlate poster is displayed in the snack room, gymnasium/physical activity space, or hallway nearby.</p>	<p>FULLY PERFORMED</p> <p>SOMEWHAT PEFORMED</p> <p>NOT PEFORMED</p>	