Action Planning Form

This tool is intended to help child care programs take action to improve their nutrition and physical activity practices, as identified in the Connecticut State Department of Education's (CSDE) Self-Assessment for Child Care Nutrition and Physical Activity Policies. The self-assessment tools are based on the policy recommendations of the CSDE's *Action Guide for Child Care Nutrition and Physical Activity Policies*. The six policy components include Nutrition Standards; Eating Environment; Nutrition Education; Physical Activity; Communication and Promotion; and Evaluation. For more information, see the CSDE's Child Care Nutrition and Physical Activity Policies Web page.

Step 1. Complete a separate action planning form for each objective. Identify the policy component, objective and target date for completion.

Policy Component	Objective	Target Date

Step 2. Identify the actions needed to meet the objective above. For each action, identify the materials/resources needed, staff responsible and target date for completion.

Actions	Materials and Resources Needed	Person(s) Responsible	Target Date for Completion

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