

Through this evaluation form, pre-primary institutions can have an understanding of the promotion of healthy lifestyle (healthy eating and physical activity) and monitor the progress in creating a healthy living environment. Pre-primary institutions may assess different areas and list out improvement initiatives and follow-up action. The goal is to create an ongoing sustainable environment and culture that is conducive to healthy eating and regular exercise.

Name of pre-primary institution: \_\_\_\_\_ Name and position of reviewer: \_\_\_\_\_ Evaluation date: \_\_\_\_\_

Areas of evaluation	Please tick the appropriate box.			Remarks
	Yes	No	N.A.	
<b>A. School administration</b>				
1. Has the school designate at least one school personnel to set up a committee or group with parents as members to assist in the formulation and implementation of the policy on healthy eating and physical activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the institution inform its personnel, the staff in charge of food service and physical activity as well as parents of its policy and all relevant measures on healthy eating and physical activity every school year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the institution review the implementation of its policy and measures on healthy eating and physical activity by means of meetings, questionnaires and face-to-face interviews every school year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the meal arrangement and physical activity committee consult other teaching staff and parents before reviewing the policy and making amendments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. Has the principal approved the revised policy before it comes into effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Have the teachers and staff responsible for promoting healthy eating/ meal arrangement and physical activity received adequate support, including manpower, resources as well as time for organising activities and attending related training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Improvement and follow-up action:</b>				

Areas of evaluation	Please tick the appropriate box.			Remarks
	Yes	No	N.A.	
<b>B. Meal arrangement</b>  1. Are children’s nutritional needs, nutritional value of food and hygienic condition given priority when designing meals and preparing events on special occasions in which food will be supplied (e.g. birthday party)?  2. Does the institution put menu (including the ingredients used) on notice boards or websites for parents’ reference regularly and views expression?  3. Did the institution issue a notice before the beginning of a school year to encourage parents, who tend to bring food from home, to follow the healthy eating policy of the institution and prepare food that is in compliance with the recommendations of the <i>Nutrition Guidelines for Children Aged 2 to 6 Years</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

<p>4. Does the meal arrangement committee monitor the type, nutritional quality and hygienic condition of food conduct a review with the food service staff in each school year and follow up any areas for improvement?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>5. Does the institution provide meals (e.g. breakfast, snacks and lunch) at regular time every day in a comfortable environment and allow enough time for children and school personnel to eat?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>6. Are there at least 4 hours between main meals?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>7. Are there at least 1.5 hours between snacks and main meals?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>8. Does the institution stop any promotion on unhealthy food and turn down unhealthy food manufacturers for any sponsorship on institution activities (e.g. sports day or birthday party)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>9. Does the institution use other gifts (e.g. stationery, stickers, story books, towels) instead of food for prizes or birthday party presents?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>10. Does the institution notify parents about the food arrangement for the birthday party or other celebrations beforehand and encourage parents, who tend to bring food from home, to prepare food items that are in line with the school healthy eating policy?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>Improvement and follow-up action:</b></p>				

Areas of evaluation	Please tick the appropriate box.			Remarks
	Yes	No	N.A.	
<b>C. Food provision (main meals and snacks)</b>				
1. Does the institution refer to the <i>Nutrition Guidelines for Children Aged 2 to 6 Years</i> for its “Recommended serving size for main meals” and “Recommended serving size for snacks” when determining the serving size for each main meal and snack?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the institution use the Menu Evaluation Form in Appendix 4 to ensure that the food provided every day is in line with the recommendations of the <i>Nutrition Guidelines for Children Aged 2 to 6 Years</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do children have potable drinking water to use <b><u>at all times</u></b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. On the day of the birthday party, does the institution provide healthy snacks as usual without providing food high in fat, salt and sugar (e.g. sausage, ham, chicken wings, and cream cake)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Improvement and follow-up action:</b>				

Area of evaluation	Please tick the appropriate box.			Remarks
	Yes	No	N.A.	
<b>D. Physical activity (implementation)</b>				
1. Is the physical activity appropriate for the children’s age and physical development needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is there any stretching or cool-down exercise after the physical activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the institution refer to the recommendations on safety regarding physical activity in the <i>Physical Activity Guide for Children Aged 2 to 6 Years</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is there sufficient space and ample opportunity for children to be creative and imaginative and to express themselves when doing physical activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the institution encourage children to drink plenty of water during or after physical activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Improvement and follow-up action:</b>				

Areas of evaluation	Please tick the appropriate box.			Remarks
	Yes	No	N.A.	
<b>E. Health education and home-school cooperation</b>				
1. Has the institution referred to the healthy eating topics in Part 2 of the <i>Nutrition Guidelines for Children Aged 2 to 6 Years</i> and <i>Physical Activity Guide for Children Aged 2 to 6 Years</i> and included the elements of healthy eating and physical activity in the curriculum design?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the institution use different teaching activities (e.g. visit, newspaper clipping, storytelling and singing/playing) to help children learn more about healthy living?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the institution organise activities that enhance the cooperation among home, school and community in each school year (e.g. joining the Joyful Fruit Day held by the Department of Health) to promote healthy eating and regular exercise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the institution encourage the staff and parents to act as role models for healthy eating and regular exercise through various means of communication (e.g. notice, notice board and intranet)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the institution communicate and exchange ideas with parents through various means (e.g. student handbook, notice, intranet and notice board) so as to encourage home-school cooperation in creating a healthy environment at the institution and at home?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Does the institution provide parents with information on healthy eating or physical activity, e.g. distributing leaflets, pamphlets or health newsletters), etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7. Dose the institution agree not to provide food as prizes and disseminate messages contrary to healthy eating and regular exercise under all circumstances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Improvement and follow-up action:</b>				