

## **DATA COLLECTION INSTRUMENT**

### **INITIAL ASSESSMENT AND ELIGIBILITY**

1. When does your child care centre provide food to children?

- Snacks and meals
- Only snacks
- Only meals
- Do not provide any food

### **PART 1 – FOOD AND NUTRITION POLICY DEVELOPMENT**

The next questions are about your child care centre food and nutrition policy. Before completing the survey, read carefully the following definition.

Food and nutrition policy is a set of written specific rules, procedures or practices in your child care to help provide and promote healthy food choices and healthy attitudes about food. Your child care food and nutrition policy should be based on provincial or national regulations and guidelines.

1. Does your child care centre have a written food and nutrition policy?

- Yes
- No

2. In the last 12 months, has your child care centre's food and nutrition policy been changed or updated?

- Yes
- No
- I don't know

3. Which of the following themes are addressed in your centre current food and nutrition policy? (please, mark all that apply)

- Definition of a healthy food
- Food variety
- Portion sizes
- Availability of, and access to safe, nutritious foods
- Supportive environments for healthy eating (space, time, layout)
- Adult modeling of healthy eating
- Food safety
- Fundraising

Other: \_\_\_\_\_

I don't know

4. Who was involved in developing or writing your child care centre's food and nutrition policy? (please, mark all that apply)

Parents

Children

Daycare centre administrators

Daycare providers

Community dietitians

School health nurse or community health nurse

Health promotion/wellness co-ordinators

Dental health staff

I don't know

Other: \_\_\_\_\_

I don't know

## PART 2 – FOOD AND NUTRITION POLICY IMPLEMENTATION

The next questions are about your child care centre's food and nutrition policy. Read the items below and select the option that best describes your opinion.

**No      Somewhat      Yes      I don't know**

### 1. My child care centre's food and nutrition policy...

- Include goals and objectives
- Is readily available to staff
- Became a part of the day to day practice at our child care centre

The next questions are about any plan, procedures and timelines put in place in your child care centre to implement your food and nutrition policy. Read the items below and select the option that best describes your opinion.

### 2. My child care centre...

**No      Somewhat      Yes      I don't know**

- Has established plans or procedures for implementing our food and nutrition policy
- Has a written schedule for implementing our food and nutrition policy
- Has a description of staff responsibilities when it comes to implementing our food and nutrition policy
- Has modified available best practice recommendations in your nutrition policy to meet the needs of our child care
- Has the required infrastructure (for example, resources and equipment) for implementing our food and nutrition policy
- Has assigned responsibilities to staff when it comes to the implementation of our food and nutrition policy
- Has assigned supervisors to coordinate the implementation of our food and nutrition policy
- Has set aside human resources (people) to continue the implementation of our food and nutrition policy
- Has set aside financial resources (money) to continue the implementation of our food and nutrition policy
- Has set aside resources to ensure training for staff to continue the implementation of our food and nutrition policy
- Has set aside physical resources (space) to continue the implementation of our food and nutrition policy

3. Which child care centre staff are responsible for implementation of your child care centre's food and nutrition policy? (Please, mark all that apply)

- Child care educators
- Cooks
- Child care directors
- Child care managers
- Child care owners
- Other
- I don't know

The next questions are about the involvement of child care providers in the implementation of your child care centre's food and nutrition policy. Read the items below and select the option that best describes your opinion.

**4. Have child care ...**

**No      Somewhat      Yes      I don't know**

Staff, other than those responsible for implementing the food and nutrition policy, also contributed to the implementation of your child care centre's food and nutrition policy?

Directors and/or managers actively encouraged the implementation of your child care centre's food and nutrition policy?

The next questions are about any evaluation of the implementation of your child care centre's food and nutrition policy. Read the items below and select the option that best describes your opinion.

**5. My child care centre ...**

**No      Somewhat      Yes      I don't know**

Has evaluated the implementation of our food and nutrition policy

Has written evaluation reports of the implementation of our food and nutrition policy

### **PART 3 – DEMOGRAPHIC QUESTIONS**

This is the final session. The next questions are your demographic characteristics. And also about your child care centre characteristics.

1. Which option best describe your main role in your child care centre?
  - Director or manager
  - Owner
  - Operator
  - Other
  
2. How many years of administrative experience in child care centres do you have?
  - Less than 1 year
  - 1 to 5 years
  - 6 to 10 years
  - 11 to 15 years
  - 16 to 20 years
  - More than 21 years
  
3. Do you consider yourself to be a...?
  - Male
  - Female
  - Other
  - Prefer not to say
  
4. Which age group do you belong to?
  - 20 to 29 years
  - 30 to 39 years
  - 40 to 49 years
  - 50 to 59 years
  - 60 or more years
  
5. What is your highest level of education?
  - No certificate, diploma or degree
  - High school diploma or equivalency certificate
  - College, CEGEP or other non-university certificate or diploma
  - University certificate or diploma below bachelor level
  - Bachelor's degree
  - University certificate or diploma
  - Master's degree
  - Earned doctorate
  - Other
  - If other, please specify.
  
6. For how many years has your child care centre been operating?
  - Less than 1 year

- From 1 to 5 years
- From 5 to 10 years
- More than 10 years

7. Is your child care centre for profit or non-profit?

- Profit
- Non-profit