OSNAP Policy Self-Assessment

Program Name: ________________________________ Date: ________________________________

This self-assessment tool can help you keep track of your program’s policies for nutrition, physical activity, and screen time (time allotted to TV, movies, computers, or video games). You can use this tool for two purposes. First, the tool can help you identify what policies you already have that meet your goals as well as what policies you may want to write. Second, the tool can help you see where your policies are, and may help point out where a more formal policy might be needed.

Getting Started:
Step 1: Which of the following documents does your program have? Check all that apply.

- Family Handbook
- Staff Handbook
- Menu
- Daily/weekly schedules
- Parent/Family handouts and newsletters
- Other documents, such as:
  - Nutrition curriculum materials for children
  - Physical activity curriculum materials for children
  - Joint use agreement or MOUs
  - Student Handbook
  - General Handbook
  - School Handbook
  - Nutrition/physical activity promotional materials
  - Staff training materials
Out of School Nutrition and Physical Activity Initiative

Tips: Policies are usually found in family or staff handbooks (formal policies) or scattered throughout newsletters and flyers given to families, training materials for staff, or schedules and menus (informal policies). While informal policies are helpful for reinforcing and communicating formal policies and recommended practices, formal policies are especially important because they can provide a “last word” on a particular subject.

Step 2: Gather copies of the documents you have. Read through the different types of policies listed below, then read through the documents you have to see whether you have any written statements that address these policies.

Tip: Policies can be thought of as written statements specifying practices, not the day-to-day practices that actually go on at the program. The power of nutrition, physical activity, and screen time policies is that they help schools and programs stick to their goals and hold families, staff, and students accountable for what they do.

STEP 3: CODING YOUR POLICIES. Now, you’ll take the policy documents you’ve collected from your program and review them to see which of the following policies for nutrition, physical activity, and screen time you already have. Here’s how you do it:

1. Read through each of your documents to familiarize yourself with what they say.
2. Whenever you see a statement that you think has something to do with nutrition, screen time, or physical activity (note: “recreation” does not count as physical activity), use a highlighter or pen to mark that section of the document.
3. Look at each question below. Each question asks you to identify places that contain a statement addressing a specific policy goal. These policy goals correspond to the OSNAP program standards. Compare the statements that you highlighted in your documents to these goals. Check the box next to each kind of document where you highlighted a statement. For example, if you highlighted statements about physical activity in a handbook and on a schedule, then for Question #1, you would check the boxes next to “handbook” and “schedule.” You wouldn’t check any of the boxes next to documents that didn’t mention physical activity requirements. Then, for each document that did mention a physical activity requirement, you would fill in the number of minutes per day and days per week that were mentioned (if any) in the statement.
# PHYSICAL ACTIVITY

1. Which documents contain written statements specifying that your program must provide opportunities for moderate physical activity? **Moderate physical activity** is any activity more than sitting or standing (includes activities such as walking, stretching, running, throwing, etc.).

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>MINUTES PER DAY OF PHYSICAL ACTIVITY SPECIFIED</th>
<th>DAYS PER WEEK PHYSICAL ACTIVITY REQUIRED</th>
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Example statements:
- “We schedule at least 45 minutes every day for each child for either free play on the playground or gym or for organized activities.”
- “To make sure children at our program get at least 30 minutes of moderately intense physical activity each day, we schedule short activity breaks during homework time.”

1a. Do any of the written statements you found guarantee that children will be provided with at least 30 minutes of moderate physical activity **every day**?

- **YES**
- **NO**

2. Which documents contain written statements specifying that **ALL** children have the opportunity to participate in physical activity each day?

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- **We do not have a written policy for this, but this is our usual practice**
3. **Which documents contain written statements specifying that outdoor activities must be provided to each child (weather permitting)?**

- ☐ Family newsletters or flyers
- ☐ Handbook (family, staff, general)
- ☐ Schedules
- ☐ Staff training materials
- ☐ Other document (specify): ________________________________
- ☐ We do not have a written policy for this, but this is our usual practice

3a. Now, checking over your answers to questions 1a – 3, do you have written statements that meet **all three** of the goals below?

- ☐ At least 30 minutes of moderate to vigorous physical activity every day
- ☐ This moderate to vigorous physical activity is provided for all children
- ☐ Physical activity is provided outdoors if possible

- ☐ YES, we have written policies for all three goals
- ☐ NO, we do not have written policies for all three goals
  - ☐ We meet 0 of these goals in our written statements
  - ☐ We meet 1 or 2 of these goals in our written statements
4. Which documents contain written statements specifying that twenty minutes (or more) of vigorous physical activity are provided at least 3 times per week? Vigorous physical activity includes activity more than a walk (includes activities such as throwing, jumping, jogging, swimming, etc.).

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<tr>
<th>SOURCE</th>
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<td>Family newsletters or flyers</td>
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<tr>
<td>□ Other document (specify):</td>
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<td></td>
</tr>
<tr>
<td>□ We do not have a written policy for this, but this is our usual practice</td>
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Example statements:
- “As part of our program, staff make sure every child has the opportunity to get 20 minutes of vigorous physical activity at least three times each week.”
- Evidence of running games for >20 minutes at least 3 times a week on the schedule

4a. Now, checking above, do any of the written statements you found guarantee that children will be provided with at least 20 minutes of vigorous physical activity at least 3 days per week?

- □ YES, we have a written policy meeting this goal
- □ NO, we do not have written policy meeting this goal
  □ We have a statement providing for less than this amount of vigorous physical activity
  □ We have no statement at all about vigorous physical activity

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SCREEN TIME
The following screen time policies could be found in family or staff handbooks, schedules, or newsletters/flyers that are handed out to families.

5. Which documents contain written statements limiting computer and digital device time to homework or instructional only (instructional is defined as academic, teacher-led programming)?

☐ Family newsletters or flyers
☐ Handbook (family, staff, general)
☐ Schedules
☐ Staff training materials
☐ Other document (specify): ____________________________

☐ We do not have a written policy for this, but this is our usual practice

☐ We do not have a computer at our program.

5a. Now, checking above, did you find a statement limiting computer and digital device time to instructional only in any document?

YES  NO

6. Which documents contain written statements specifying commercial broadcast TV/movies are not allowed at the program? Commercial Broadcast TV/Movies is any screen time shown primarily for entertainment purposes; this includes shows or movies without commercials but shown for entertainment purposes.

☐ Family newsletters or flyers
☐ Handbook (family, staff, general)
☐ Schedules
☐ Staff training materials
☐ Other document (specify): ____________________________

☐ We do not have a written policy for this, but this is our usual practice

☐ We do not have a television at our program.

6a. Now, checking above, did you find a statement specifying commercial broadcast TV and movies are not allowed in any document?

YES  NO
SNACKS

7. Which documents contain written statements specifying standards for any foods or beverages that are brought in from outside the snack program (e.g. sent in from home by families, purchased by children at vending machines or stores, or brought in by partner programs such as tutors)?

- [ ] Menu
- [ ] Posters on site
- [ ] Family newsletters or flyers
- [ ] Handbook (family, staff, general)
- [ ] Official memos or letters to families
- [ ] Staff training materials
- [ ] Other document (specify): _______________________

- [ ] We do not have a written policy for this, but this is our usual practice

If you found written statements specifying standards for foods/beverages brought in from outside the afterschool program, please describe here:

8. Do you serve a snack at the program?
   YES   NO

   ➞ IF NO, then skip to question 14
9. Which documents contain written statements specifying that a fruit or vegetable is offered at snack?

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>NUMBER OF DAYS PER WEEK SERVING FRUITS AND VEGETABLES IS SPECIFIED IN POLICY</th>
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<tbody>
<tr>
<td>☐ Menu</td>
<td>_______________ days</td>
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<tr>
<td>☐ Handbook (family, staff, or general)</td>
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<td>☐ Other document (specify): _____________________</td>
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☐ We do not have a written policy for this, but this is our usual practice _______________ days

9a. Now, checking above, do any of the statements you found for fruits and vegetables guarantee that they will be served at snack **every program day**?

☐ YES

☐ NO

☐ There is a statement guaranteeing fruits and vegetables are served **some** days

☐ There is no statement guaranteeing fruits and vegetables will be served
10. Which documents contain written statements specifying that, when you serve grain products at snack, whole grains are served? Whole grains can be defined as products where whole grains are listed as the first ingredient.

- Menu
- Family newsletters or flyers
- Handbook (family, staff, general)
- Training materials
- Other document (specify): ____________________________

☐ We do not have a written policy for this, but this is our usual practice

10a. Now, checking above, did you find a statement specifying whole grains will be served in any document?

YES   NO

11. Which documents contain written statements specifying that foods with trans fats cannot be served at snack? Foods with trans fats are any item that contains “partially hydrogenated oil” on the list of ingredients.

- Menu
- Family newsletters or flyers
- Handbook (family, staff, general)
- Training materials
- Other document (specify): ____________________________

☐ We do not have a written policy for this, but this is our usual practice

11a. Now, checking above, did you find a statement specifying trans fats cannot be served in any document?

YES   NO
12. Which documents contain written statements specifying that sugar-sweetened drinks cannot be served at snack? Sugar-sweetened drinks are drinks with sugar (including high fructose corn syrup) added to them. They include soda, sweetened ice teas, fruit punches, fruit drinks, sports drinks, sweetened water (e.g. Vitamin water), and any juice greater than 4 ounces in size.

Example statements:
- “Only water, milk, and 100% juice are allowed at the program.”
- “Sugar-sweetened beverages, including sodas, fruit drinks, lemonades, sweetened iced teas, and energy drinks, are not allowed to be served during program hours. We serve only unsweetened, unflavored water and milk.”
- If your menu shows that no sugar-sweetened drinks are served, this can also count here.

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12a. Now, checking above, did you find a statement specifying sugar-sweetened drinks cannot be served in any document?

YES   NO

13. Which documents contain written statements specifying that water is offered as a beverage at snack?

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13a. Now, checking above, do any of the documents contain statements specifying that water will be served as a beverage at snack every program day?

- [ ] YES
- [ ] NO
  - □ There is a statement guaranteeing water is served some days
  - □ There is no statement guaranteeing water will be served

14. Which documents contain written statements specifying that sugar-sweetened drinks are not allowed to be brought in from outside the snack program (by families, vending machines, or partner/enrichment programs)?

- [ ] Menu
- [ ] Family newsletters or flyers
- [ ] Handbook (family, staff, general)
- [ ] Training materials
- [ ] Other document (specify): ____________________________

- [ ] We do not have a written policy for this, but this is our usual practice

Example statement:
"As part of our healthy eating initiative, we ask that parents do not send in sugary drinks. No sugary drinks will be allowed at the program. Only water and milk are allowed."