Activity Checklist Nr. 4

**Action plan (examples)**

**1. Goal**

* children drink enough water (increase water drinking quantity)

**Implementation**

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| --- | --- | --- | --- | --- |
| **What** | **Who** | **With whom** | **Untill** | **Notes** |
| Buy new cups and new small jugs, children can use allone. | Sarah | **-** | 1st  of Sep. | Announce costs at procurement. |
| Develop drinking rituals in the groups | Resp. pedagogues | children | 15th of Sep |  |
| Paint cups with the children | Resp. pedagogues | children | 15th of Sep | Personalize the cups (name, symbol of child) |
| Inform parents (mail) | Christin |  | 15th of Sep |  |
| Inform parents on parents evening | Christin | Resp. pedagogues | Sep |  |
| **.....** |  |  |  |  |

**1. Goal**

* Increase satisfaction with lunch

**Implementation**

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| --- | --- | --- | --- | --- |
| **What** | **Who** | **With whom** | **Untill** | **Notes** |
| Regular feedback from pedagogues to kitchen staff | Tom (Moderation) | Pia, Frank, Sandra, Ann, Jacob, Mary | every month (on the first monday at 7:00) – started with 6th of Aug | What we desided to check:   * review of the food offer of the last month * what was ideal, what was not so good? * what have the children especially enjoyed or declined? * were there feedbacks or wishes from children, staff or parents? * has our „lunch checklist“ been complied with? |
| Creation of receipt collection | Pia | - | Sep |  |
| Create a form to collect daily feedback on the menu (has been well received, was enough/to less, notes..) | Sandra | Pia | Aug | Has to be filled out by pedagogues, who eat with children. Review this process on team-meeting in November. |
| Our „participating team“ develops suggestions to bring in childrens ideas/wishes | Mary | Tom, Ann, Mary | End of Oct | Suggestions are to be discussed on team-meeting in November. |
| .... |  |  |  |  |