



Checklist | Early Childcare and Education | 2022 – 2023

Getting Started

Steps to Get Started

- ☐ **Assemble Team:** Each team must include an Early Childcare and Education (ECE) director, teacher and the individual who prepares or purchases the snack or meal. We encourage you to involve parents, non-profits, and other community members.
- ☐ **Review Expectations:**
 - ☐ Purchase and serve the HOM item once each month in your ECE program meal or snack.
 - ☐ Offer at least one taste test of the HOM item per month.
 - ☐ Plan for and provide at least one educational activity per month.
 - ☐ Display promotional and educational materials.
 - ☐ Participate in evaluation.
- ☐ Complete and submit the **Baseline** for your program within 30 days of registering.
- ☐ **Receive and review welcome email sent along with the webinar link** with the *HOM Online Portal* link to all electronic materials and share link with all team members. *Please only share this link with team members of your registered site!* **Bookmark the link** as it is not accessible through the website's menus.
- ☐ **Review resources** on the *HOM Online Portal*, watch the *introductory webinar* with your HOM team, and review the *HOM calendar*.
 - ☐ Share the *HOM 101 Kitchen* document
 - ☐ Share the *HOM 101 Classroom - Educator* document
- ☐ **Receive printed materials** in the mail. Each participating program site receives one free packet of materials. You may order additional posters from the *HOM Online Portal* as needed.
- ☐ **Spread the Word!**
 - ☐ Let parents, caregivers, and community members know that your program is participating by sending out the *Participation Letter* found on the *HOM Online Portal*, or write your own.
 - ☐ Share the monthly *Newsletter Content* documents with the person responsible for writing the monthly school newsletter (and double check that the *Harvest at Home* materials make it home).
- ☐ Review the **Monthly Checklist** for ideas and reminders to implement HOM throughout the year.

Dig Deeper

Get info or download resources:

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mtharvestofthemonth.org

Monthly Checklist

- ☐ **Distribute materials** to appropriate team members each month, which will help remind team members and others at your center of the program. All materials are available on the *HOM Online Portal*.
 - ☐ *Kitchen Bites* handouts for each month to the cook and kitchen staff, as well as access to menu templates, serving line signs, and posters.
 - ☐ *Classroom Bites* handouts for each month to participating teachers.
 - ☐ *Harvest at Home* handouts are intended be sent home with students or shared with parents, so make sure they go to a teacher, secretary, or afterschool educator who will copy and distribute them.
- ☐ **Serve HOM item** for the meal or snack and the taste test at least once each month.
 - ☐ For help purchasing local foods, go to the *School Food* page and *Abundant MT*.
 - ☐ Contact local farmers and businesses early so they can save winter crops for you such as winter squash, carrots, and beets.
 - ☐ Print the *Kitchen Tracking Sheet* to track of meals served. This will help you complete the end of the year evaluation!
- ☐ **Administer activities** using the lessons provided with the *Classroom Bites* or other resources.
 - ☐ Review the *Cooking with Kids Guide* for assistance on cooking activities.
 - ☐ Print the *Activity Tracking Sheet* to assist with keeping track of these activities so you know how many students were reached by the end of the year.
- ☐ **Conduct the monthly taste test.**
 - ☐ Review the *Taste Test Guide* and determine where, when, and how the taste tests will be conducted. There are many ways to conduct taste tests, so set up a system that works best for your school or afterschool program.
- ☐ **Promote program monthly** using social media, newsletters, announcements, websites, etc. Use #MTHarvestoftheMonth on social media sites. Take pictures and *share success stories* about your HOM activities and meals by submitting your story at: <http://www.montana.edu/mtfarmtoschool/connect/share-story.html>.
- ☐ **Complete evaluation**
 - ☐ **End of the Year Survey** Use the provided tracking sheets for meals and activities to make completing the survey easier! Due June 30, 2023.

All materials and guides are available for registered sites on the HOM Online Portal.

Use #MTHarvestoftheMonth on social media.

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The Montana Harvest of the Month Program showcases Montana grown foods in Montana communities. This program is a collaboration between Montana Farm to School, Office of Public Instruction, Montana Team Nutrition Program, National Center for Appropriate Technology, Montana State University Extension, Montana State University, Gallatin Valley Farm to School, FoodCorps Montana, Montana Department of Agriculture, Montana Organic Association, and Abundant Montana. More information and resources are available at mtharvestofthemonth.org.

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