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|  Policy #: CN-1 | Effective Date: 6/22/10 | Page #: 1 of 2 |
| Ref #: 1304.23(a) | Policy Council Approval Date: 6/22/10 | |

COMPONENT: CHILD NUTRITION

SUBJECT: IDENTIFICATION OF NUTRITIONAL NEEDS

PERFORMANCE OBJECTIVE: To ensure that Head Start staff and families work together to identify each child’s nutritional needs, taking into account any relevant nutrition-related data, information about family eating patterns, and information about major community nutritional issues.

POLICY AND PROCEDURE:

Family Advocates will discuss and complete a Health/Nutrition/Psychological History Form during enrollment. This questionnaire will provide information regarding the child’s nutritional needs, family eating habits, special dietary needs/accommodations, feeding problems, etc.

Family Advocates will review and identify any special dietary needs/accommodations as determined during enrollment and/or as indicated by the parent/guardian and as changes occur. Referrals and follow-up will be established as concerns are identified.

If there is any special diet needs and/or accommodations appropriate forms will be used for documentation purposes:

- For cultural, religious, or ethnic preferences the parent/guardian must indicate so on the Health/Nutrition/Psychological History Form;
- Food allergies and/or diagnosed health issues requiring a modified diet, Family Advocates will work in collaboration with the child’s medical provider in an effort to complete the *Special Diet Form*.

Family Advocates will inform the Facilities Manager, cooking staff and teaching staff of any special dietary needs/accommodations for each child.

Cooks will note any allergies, children or staff, and/or special dietary accommodations on a brightly colored sheet of paper labeled ALLERGIES in the classroom, which is easily located without identifying the child; if there is a contact allergy the ALLERGY sheet must be located on the entrance door outside of the classroom.

Cooking staff must post allergies and/special diets in the kitchen on a brightly colored piece of paper labeled ALLERGIES, which is easily located.

