

 Policy #: CN-2	Effective Date:	Page #: 1 of 3
Ref #: 1302.44(a)(1); 1302.44(a)(2)(iii); 1302.44(a)(2)(ii); 1302.44(b); DCL 1240-04-01-13(4)	Policy Council Approval Date:	

COMPONENT: CHILD NUTRITION

SUBJECT: NUTRITIONAL SERVICES

PERFORMANCE OBJECTIVE: To establish and implement a nutrition program that meets the nutritional needs and feeding requirements of each child, including those with special needs and children with disabilities. The nutritional program must serve a variety of foods which consider cultural and ethnic preferences and which broaden the child’s food experience. Funds from USDA Food and Consumer Services Child Nutrition Programs (CACFP) must be used as the primary source of payment for meal services. Children must be provided at least 2/3 of their daily nutritional needs. To ensure that children who have not received breakfast at the time they arrive are served a nourishing breakfast. To ensure the quantities and kinds of food served match the recommended serving sizes and minimum standards for meal patterns recommended. To ensure that foods served are high in nutrients and low in fat, sugar, and salt. To ensure that meal and snack periods are appropriately scheduled to ensure that individual needs are met. To ensure drinking water is available to children during the program day.

POLICY AND PROCEDURE:

Highland Rim Head Start will use funds provided by participating in the USDA CACFP Program as primary source of payment for meal services, any additional cost not covered by USDA will be covered by the agency.

The Health Services Manager will work on a contractual basis with a registered nutritionist or registered dietitian for support, guidance, training, menu planning revisions and approval, special diets, etc., in an effort to ensure the provision of nutrition services. Staff, parents/guardians, community partners, Health Advisory Committee, as appropriate, will be involved in helping meet each child’s nutritional needs. The Health Services Manager in conjunction with the Nutrition Consultants and medical providers and parents/guardians will ensure that special diets or special dietary requirements are accommodated to ensure that a child’s health or staff’s health will not be jeopardized and that individual needs are met and to every extent possible children and/or staff with special dietary needs are included in all meal time activities.

Highly nutritious menus will be designed with a variety of foods which consider cultural and ethnic preferences and which broaden children’s food experiences, while ensuring the variety of food is low in sugar, salt, and fat. The program will serve quantities and kinds of foods in accordance with the recommended serving size and proportions as well

as met the minimum standard meal patterns as determined in the USDA CACFP requirements.

Foods brought into the center to be served to the children by parents/guardians, families, volunteers, staff, etc. **must** be store bought with the label of ingredients visible; foods must be in original containers and unopened. Food brought into center as stated above will not replace any food(s) or meal(s) as indicated on the agency menu's, food brought into the center will be served in addition to the menu.

The Head Start program may provide nutritious foods for celebrations and special occasions. Head Start staff may purchase supplies needed and will prepare foods at the center. Healthy celebration foods may include:

Fresh fruit	All-fruit fruit leather
Fresh Veggies, cut up	Whole grain crackers
Pretzels, whole wheat or regular	100% fruit juice
Corn chips	Tortilla Chips
Unfrosted cupcakes	Mini-muffins
Frozen fruit bars	Popsicles (Free of ALL food coloring)

Refer to the Classroom Celebration Policy for more information concerning celebration activities.

If outside food or beverage is brought in or sent to the center it will be returned to the person that donated it.

Menu's will be posted in each kitchen and classroom as well as sent home to parents/guardians in an effort to facilitate the integration of nutrition activities and to keep staff and parent/guardians informed and allow opportunities for suggestions and/or changes.

All staff will be trained in the area of nutrition annually. Individual and/or small group training will be provided to staff and parents/guardians as needs are identified.

The USDA CACFP Program requires regular monitoring intervals for all centers/classroom as it relates to nutrition services. Unannounced monitoring visits will occur three times a program year, by the Health Services Manager or designee. If any issues/concerns are noted during monitoring, to the extent possible issues/concerns should be corrected immediately, otherwise items should be corrected as quickly as possibly not to exceed 30 days. Corrections will be noted on monitoring forms, including the date of correction.

In accordance with the USDA CACFP requirements record keeping is as follows:

- Teaching staff will records daily attendance and submit attendance records weekly to the Family Advocates for data entry into Child Plus.

- Daily attendance records will be maintained on all children at the Head Start Central Office by the Family Service Manager.
- Menu's will meet the necessary requirements:
 - Accurately list foods to be served including substitutions
 - Food items which are identified on purchase order receipts are listed on menu's (recipes);
 - Specific dates are recorded on the menu's
 - Menus are posted in each classroom in a conspicuous place for all parents/guardians to observe as well as sent home with parents/guardians
- Daily meal counts are recorded in accordance with the date and meal type by cooking staff
 - Cooking staff are responsible for recording meal counts at point of service. The monthly meal counts are submitted to the Health Services Manager no later than the last day of the month.
 - Cooking Staff are responsible for the accuracy of the meal count report.
 - The Health Services Manager or designee will complete the CACFP meal count monthly report and submit to the Director of finance no than the 10th of each month. A copy will be provided to the Head Start Director for review.
- Milk inventory is completed on the last operation day for each month which lists the amount of milk purchased and the amount used during the month.
- Documentation of annual training session dates and locations, participant signatures, and topics covered in each session will be maintained.

In an effort to ensure the recommended 2/3 portion of children's nutritional needs are met for a full-day program, each child present will be provided and offered a nutritious breakfast, lunch, and afternoon snack daily and for extended care, an additional snack will be served.

During meal times, children who are eating must be seated and staff must be seated while children are eating. A staff person must remain seated until all children have finished eating.

Breakfast will be optional and children should not be forced to sit and/or eat. It is recommended that breakfast be served in two or more small group settings as determined

by the needs of the children in the classroom. Children who have already had breakfast or do not wish to eat must be allowed to choose an alternate activity.

Children that are dropped off after breakfast:

- Teaching staff will confer with the person dropping the child off, in an effort to see if the child has eaten prior to arrival at the center. If the child has not eaten prior to the arrival, the teaching staff will notify the cooking staff that breakfast is needed.
- To the extent possible the child will be provided the same foods as indicated on the menu, if not the child will be served all necessary components for a nutritious meal.

Children leaving early:

1. Children picked up early will be offered their lunch and/or snack to take with them. The cook will be responsible for packaging any meal to be sent home.
2. The cooking staff will count all meals provided on the *Monthly Meal Count Report*, if child receives meal to go during scheduled meal times only.

Drinking water will be made available to children all day inside and outside the classroom.