

Preschool Services Department

HEAD START SERVICE PLAN

Subpart B X Early Childhood Development and Health Services Content Area: 1304.23 Child Nutrition

PERFORMANCE STANDARD	STRATEGIES	INDIVIDUAL (S) RESPONSIBLE	TIMELINE	DOCUMENTATION/ MONITORING
1304.23(a) (a) Identification of nutritional needs. Staff and families must work together to identify each child's nutritional needs, taking into account staff and family discussions concerning:	Center staff meets with parents to discuss their child's nutritional needs at the time of enrollment, during parent conferences and home visits.	Site Supervisor Teacher Generalists Parents Nutrition Coordinator	At time of enrollment As well as throughout the year	PSD-Nutrition Survey Form
1304.23(a)(1) (1) Any relevant nutrition-related assessment data (height, weight, hemoglobin/hematocrit) obtained under 45 CFR 1304.20(a);	Parents are asked to provide current health and medical history, which includes data on height; weight and hemoglobin count upon enrollment. This is reviewed by the teaching staff and the Generalists and used to develop a follow-up plan if results are not within guidelines for typically growing children.	Site Supervisor Parents Physician Generalists Teacher Nutrition Coordinator	At time of enrollment and quarterly	Medical History Profile Physical Examination Report
1304.23(a)(2) (2) Information about family eating patterns, including cultural preferences, special dietary requirements for each child with nutrition-related health problems, and the feeding requirements of infants and toddlers and each child with disabilities (see 45 CFR 1308.20);	At the time of enrollment staff discuss with parents their cultural preferences, their child's eating patterns, special dietary requirements, food allergies and food intolerance and, if their child has a disability, accommodations that will need to be made. Generalists also provide guidance in healthy eating on a budget.	Parents Generalists Teachers Nutrition Coordinator	At time of enrollment	PSD-Nutrition Survey form
1304.23(a)(3) (3) For infants and toddlers, current feeding schedules and amounts and types of food provided...	N/A			
1304.23(a)(4) (4) Information about major community nutritional issues, as	The Community Assessment Plan includes information regarding local food and water supply and nutrition-related health concerns. This is reviewed by the Health Services Advisory Committee for consideration on policies and	Site Supervisor Generalists Health Services Advisory	Annually	Community Assessment Plan Health Services Advisory Committee

<p>identified through the Community Assessment or by the Health Services Advisory Committee or the local health department.</p>	<p>procedures and used for training of staff and parents annually.</p>	<p>Committee Nutrition Coordinator</p>		<p>minutes</p>
<p>1304.23(b)(1) (b) Nutritional services. (1) Grantee and delegate agencies must design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs and children with disabilities. Also, the nutrition program must serve a variety of foods which consider cultural and ethnic preferences and which broaden the child's food experience.</p>	<p>The Health Service Advisory Committee/ Menu Planning Committee review the HS nutritional program annually to ensure it meets the needs of each child, particularly the needs of children with a special dietary need or disability (as the child may have difficulty chewing or swallowing). Any restrictions are only made with approval of the child's medical physician and family. The program includes a variety of foods that reflect the cultures and ethnic makeup of the children and families served.</p> <p>Menus are prepared on a six-week cycle and are reviewed by a nutritionist.</p>	<p>Health Services Advisory Committee Menu Planning Committee Parents Nutrition Coordinator</p> <p>Committee Menu Planning Committee</p>	<p>Monthly review</p> <p>Annually reviewed by HSAC</p> <p>Quarterly reviewed by MPC</p>	<p>Self-Assessment</p> <p>Health Services Advisory Committee minutes Menus</p> <p>Menu Planning Committee minutes</p>
<p>1304.23(b)(1)(i) (i) All Early Head Start and Head Start grantee and delegate agencies must use funds from USDA Food and Consumer Services Child Nutrition Programs as the primary source of payment for meal services. Early Head Start and Head Start funds may be used to cover those allowable costs not covered by the USDA.</p>	<p>Nutrition Services provides meals for Head Start children, which will be reimbursed by the USDA Child and Adult Care Food Program (CACFP). In addition, special diet menus will be accommodated with a physician statement.</p>	<p>Nutrition services CACFP Nutrition Coordinator</p>	<p>Contract Renewal</p>	<p>Food Services Contract Food purchasing documentation Food Buying Guide</p>
<p>1304.23(b)(1)(ii) (ii) Each child in a part-day center-based setting must receive meals and snacks that provide at least 1/3 of the child's daily nutritional needs. Each child in a center-based full-day program must receive meals and snacks that provide 1/2 to 2/3 of the child's daily nutritional needs, depending upon the length of the program day.</p>	<p>Each child is served meals and snacks that provide 1/2 to 2/3 of their daily needs. The meal pattern follows the USDA CACFP child nutrition program guidelines</p>	<p>Site Supervisor Food Services Worker Food Services Generalists Nutrition Coordinator</p>	<p>Daily meals Menus – 6 week cycle</p>	<p>Menus CACFP meal pattern</p>

<p>1304.23(b)(1)(iii)</p> <p>(iii) All children in morning center-based settings who have not received breakfast at the time they arrive at the Early Head Start or Head Start program must be served a nourishing breakfast.</p>	<p>Each child is offered a nourishing breakfast upon arriving to the Center. The breakfast is served family style. If a child has already had breakfast and/or does not wish to eat, an alternative activity is offered.</p>	<p>Teacher Food Services Worker Food Services Generalists Nutrition Coordinator</p>	<p>Daily</p>	<p>Menus Child case notes</p>
<p>1304.23(b)(1)(iv)</p> <p>(iv) Each infant and toddler in center-based settings must receive food appropriate to his or her nutritional needs, developmental readiness, and feeding skills, as recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210, 220, and 226.</p>	<p>N/A</p>			

<p>1304.23(b)(1)(v)</p> <p>(v) For 3- to 5-year-olds in center-based settings, the quantities and kinds of food served must conform to recommended serving sizes and minimum standards for meal patterns recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210, 220, and 226.</p>	<p>The Food Services Worker follows the USDA and Child and Adult Care Food Program recommended meal patterns and serving sizes. This is reviewed by the Nutritionist.</p> <p>The Health Services Advisory Committee/ Menu Planning Committee reviews the food service plan annually.</p>	<p>Food service Generalists Food Services Worker Health Services Advisory Committee Menu Planning Committee Nutrition Coordinator</p>	<p>Daily</p> <p>Annual review</p> <p>Quarterly</p>	<p>Menu USDA recommendations CACFP recommendations HSAC minutes</p> <p>Menu Planning Committee Working menus</p>
<p>1304.23(b)(1)(vi)</p> <p>(vi) For 3- to 5-year-olds in center-based settings or other Head Start group experiences, foods served must be high in nutrients and low in fat, sugar, and salt.</p>	<p>The Food Services Worker prepares and serves foods that are low in fat, sugar and salt as recommended by the USDA/HS dietary guidelines and the Child and Adult Care Food Program. The nutritionist also reviews menus.</p> <p>Teachers discuss health topics, including nutritious foods, with the children as part of the regular lesson plan.</p> <p>Discussion is also held during parent meetings where parents will be encouraged to choose snacks and other foods that are high in nutrients, similar to those offered to the child at Center.</p>	<p>Food Services Worker Food service Generalists Teachers Site Supervisor Nutrition Coordinator</p>	<p>Daily</p> <p>Menus reviewed periodically</p> <p>Lesson plans and parent meetings - 2x a year</p>	<p>Menu USDA recommendations CACFP recommendations Lesson Plans Parent meeting minutes</p>
<p>1304.23(b)(1)(vii)</p> <p>(vii) Meal and snack periods in center-based settings must be appropriately scheduled and adjusted, where necessary, to ensure that individual needs are met. Infants and young toddlers who need it must be fed “on demand” to the extent possible or at appropriate intervals.</p>	<p>All meals and snacks are scheduled within established guidelines. Title 22 regulations require not allowing more than 3.5 hours between meals.</p> <p>Staff notifies parents if their child's eating patterns varies significantly from the eating patterns of others. No child is forced to eat but each child is encouraged to try a variety of foods. Food is provided when taking field trips or outings.</p>	<p>Food service Generalists Food Services Worker Teacher Site Supervisor Nutrition Coordinator</p>	<p>Daily</p>	<p>Menus Program Schedule</p>
<p>1304.23(b)(2)</p> <p>(2) Grantee and delegate agencies operating home-based program options must provide appropriate snacks and meals to each child during group socialization activities</p>	<p>Home visitors and parents plan and conduct food preparation and nutrition education during group socializations on a regular basis. Such times also may be used to discuss nutrition issues with parents.</p>	<p>Teachers Home Base Generalists Home Base Program Specialist Nutritionist</p>	<p>2x a month</p>	<p>Program schedule Menus</p>

(see 45 CFR 1306.33 for information regarding home-based group socialization).				
1304.23(b)(3) (3) Staff must promote effective dental hygiene among children in conjunction with meals.	<p>Children are encouraged to practice dental hygiene after each meal depending upon their developmental level and age. Toothbrushes and “pea size” amount of fluoride toothpaste are provided. Toothbrushes are labeled and kept in a separate container and disposed of after 3 months or sooner. Parents are encouraged and/or assisted in making dental appointments. Children are encouraged to talk about their experience upon return to the program.</p> <p>Generalists assist families in following good dental hygiene to prevent early cavities.</p> <p>All staff will receive training on promoting dental hygiene.</p>	<p>Teachers Site Supervisor Generalists</p>	<p>Daily</p> <p>As recommended</p> <p>Annually</p>	<p>Lesson Plans Activities Schedule</p> <p>Child case file</p> <p>Staff training log</p>
1304.23(b)(4) (4) Parents and appropriate community agencies must be involved in planning, implementing, and evaluating the agencies’ nutritional services.	<p>Parents and community agency representatives on the Health Service Advisory Committee and Menu Planning Committee assist in planning and evaluating the program's nutritional services. Parent input into menu planning is solicited at quarterly menu planning committee meetings; menus are sent home monthly.</p>	<p>Menu Planning Committee Health Services Advisory Committee Parent Food Service Generalists Nutritionist</p>	<p>Quarterly</p> <p>Annually</p> <p>Monthly</p>	<p>Community Assessment HSAC minutes</p> <p>Menu Planning Committee agenda, Working menu Menus</p>
1304.23(c) (c) Meal service. Grantee and delegate agencies must ensure that nutritional services in center-based settings contribute to the development and socialization of enrolled children by providing that:	<p>During meal times all children sit around a table, using child-size utensils, Teachers and volunteers sit with the children and encourage them to talk to each other. Teachers introduce topics or add to those the children bring up.</p>	<p>Teachers Volunteers</p>	<p>Daily</p>	<p>Activity Schedule</p>
1304.23(c)(1) (1) A variety of food is served which broadens each child's food experiences;	<p>The menu reflects a variety of foods, which teachers encourage the children to try.</p> <p>Generalists discuss new food ideas that families can try with their children.</p>	<p>Nutritionist Food Services Worker Generalists Teachers</p>	<p>Daily</p>	<p>Menus</p>
1304.23(c)(2)	<p>No child will be forced to eat but will be encouraged to try</p>	<p>Teacher</p>	<p>Daily</p>	<p>Case notes</p>

(2) Food is not used as punishment or reward, and that each child is encouraged, but not forced, to eat or taste his or her food;	the food item. Previously declined items will be offered again at later times.			
1304.23(c)(3) (3) Sufficient time is allowed for each child to eat;	Each child is allowed to eat at his/her pace. The teachers make the meae time a relaxed time, allowing for conversation and sharing amongst children. Children who need or want extra time can take it.	Teacher	Daily	Daily Schedule
1304.23(c)(4) (4) All toddlers and preschool children and assigned classroom staff, including volunteers, eat together family style and share the same menu to the extent possible;	Head Start staff and volunteers sit with children and eat together family style. Staff shares the same food as the children and encourage conversation, unless the family practice does not encourage it.	Teacher Volunteers	Daily	Daily Schedule
1304.23(c)(5) (5) Infants are held while being fed and are not laid down to sleep with a bottle;	N/A			
1304.23(c)(6) (6) Medically-based diets or other dietary requirements are accommodated;	Staff meet with parents to discuss any medically based diets or other dietary requirements, requesting written directions from the child's parents and health provider. A nutritionist will help to plan special diet meals. All staff will be trained in feeding children with food allergies and in emergency procedures.	Parents Teachers Food Service Generalists Nutrition Coordinator	At enrollment and as needed Upon hire and Annually	Health History Form Staff training log Nutrition assessment
1304.23(c)(7) (7) As developmentally appropriate, opportunity is provided for the involvement of children in food-related activities.	Age appropriate food-related activities are a part of the curriculum. Children use equipment such as child-size sinks, refrigerators, stoves, tables, shopping carts and a variety of plastic food items and shopping carts. Children help set the table and clean up. Teachers and Generalists regularly discuss health topics that stress the important role nutrition has on healthy bones and teeth.	Site Supervisor Teachers Food Service Worker Parents Generalists	Daily And as part of the lesson plan	Lesson Plans
1304.23(d) (d) Family assistance with nutrition. Parent education activities must include opportunities to assist individual families with food preparation and nutritional skills.	Generalists assist parents in developing food preparation techniques that promote good nutrition and are within a budget. Center staff also share information about USDA and provide samples of nutritious snacks at events and parent meetings, group discussions and 1:1 parent conferences.	Generalists Teachers Parents Nutritionist	Monthly contact Monthly parent meetings and as	Menus USDA food pyramid

			needed.	
<p>1304.23(e)(1)</p> <p>(e) Food safety and sanitation.</p> <p>(1) Grantee and delegate agencies must post evidence of compliance with all applicable Federal, State, Tribal, and local food safety and sanitation laws, including those related to the storage, preparation and service of food and the health of food handlers. In addition, agencies must contract only with food service vendors that are licensed in accordance with State, Tribal, or local laws.</p>	<p>A copy of the Public Health Department clearance is posted in the kitchen area. Results of annual visits by Community Care Licensing will also be posted where parents and community members can see them.</p> <p>Food Service workers who prepare and dispense food are in good health and have TB clearance.</p> <p>Inspections are completed on a quarterly basis and review: cleanliness of food before, during and after preparation, food temperature, food handling practices, dish washing procedures and equipment, insect and rodent control, cleanliness and maintenance of food preparation, service storage and delivery areas and equipment, water supply and garbage disposal.</p>	<p>Site Supervisor Food Services Worker Health Service Advisory Committee Human Resource Division</p>	<p>Annually</p> <p>Upon hire</p> <p>Quarterly</p>	<p>Public Health Report Community Care Licensing Report Self inspections Self Assessment Employee personnel file</p>
<p>1304.23(e)(2)</p> <p>(2) For programs serving infants and toddlers, facilities must be available for the proper storage and handling of breast milk and formula.</p>	N/A			