



**COUNTY OF SAN BERNARDINO  
PRESCHOOL SERVICES DEPARTMENT  
POLICY**

**NO. 01      ISSUE 1**  
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**EFFECTIVE: 07-01-10**  
Updated

**SUBJECT:**  
Family Style Meal Service for Head Start Home Base

**APPROVED: 10-19-10**

  
**BY: Ron Griffin, Director**

**PURPOSE**

Feeding time should be a positive and pleasant social time for children and adults in the Head Start Program. Meal times must be spaced according to CCFP policy

**POLICY**

All toddlers and preschool children and assigned classroom staff, including volunteers, eat together family style and share the same menu.

Forms applicable to this policy are: Meal Count Summary

**REFERENCE**

Head Start Performance Standards 1304.23(c)(4), 1304.23(b)(2), 1306.33(c)(3)

**PROCEDURE**

- Determine the meal children will participate in.
- Talk with the Site Supervisor and Food Service Worker at your site regarding the meal time details of your socialization day. Any changes to socialization day and time must be given to site ASAP.
- Food Service Workers must be notified three weeks in advance of field trips requiring sack lunches.
- Notify Food Service Worker of any food allergies so appropriate substitutions can be provided.
- Food for enrolled children, parents and staff will be provided by the Food Service Worker. Inform the site of the anticipated number of meals needed.
- If parents bring siblings, they can participate in the meal but will **not** be included on the meal count. Remember enrolled Head Start children eat first.
- Home Base Teacher will document the number of children and adults participating in the meal on the meal count form. If Food Service Worker is off, please leave a copy of the meal count form for site records
- If the Food Service Worker is off, the Home Base Teacher will be responsible for meal set up. For sites that will be off track or closed, please contact Laurie or Venerice at 383-2064 or 383-2063 for more information.

The following list is to be used as a guide for creating an appropriate mealtime environment in the classroom. Each teacher should use imagination and skills to carry out the following practices in an individualized manner. All parents and volunteers assisting with the mealtime should be familiar with the following guidelines.

### **Before-Meal Time**

- A before eating activity that calms children and readies them for the meal time transition
- All children wash hands
- Children take part in setting the table.

### **During-Meal Time Children:**

- Sit at the tables
- Serve themselves
- Determine their own serving size
- Choose which foods they put on their plate
- Are encouraged but not forced to try small tastes of new or unpopular foods
- Are taught table manners in an understanding, patient way
- Are not pressured to eat
- Are encouraged to talk with those sitting near them
- Clean up after accidents and are never blamed or punished for spills

### **During Meal Time Adults:**

- Sit with the children at the table
- Eat the same meal as the children at the table
- Act as good role models. For example, taste all foods served, observe general rules of cleanliness, and maintain a pleasant attitude
- Encourage conversation that is personally meaningful to the children such as; pets, things children do at home, family outings, field trips, celebrations or concepts relating to foods and nutrition. Avoid "only" discussing topics that refer to the shape, color, size and texture of the food.
- Document Meal Count

### **After-Meal Time:**

- Children have a role in cleaning the table after eating.
- Appropriate tooth brushing procedures are followed after meals.
- The designated staff can clean the table with antibacterial solution. Once that is dried, then QUAD solution will be used to sanitize the tables. Tables must be wiped dry.

**It is important that the tone of the mealtime is relaxed, pleasant, interesting and positive.**