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| Area: | Health Services |
| Subject: | HS28 - Nutritional Services |
| Reference: | 1304.23 (a)(2) |
| Policy: | SCOE and Delegate agencies will design and implement a nutrition program that meets the needs of each child. Teachers and other adults are to set a good example of healthy eating habits and promote physical activity by following the Health and Wellness guidelines in the classroom and at any Child Family Services function. |

Procedure:

1. The nutrition program shall serve a variety of foods which are considered to be culturally and ethnically preferable and which broaden the child's food experience. Parents will be given the Nutrition and Wellness Policy handout at enrollment.
2. The program uses 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.
3. Each child in a part-day, center-based setting receives 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 receives 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.
4. All children in morning center-based settings 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 outlines in 7 CFR parts 210, 220, and 226.
5. Each infant and toddler in center-based settings who have not received breakfast at the time they arrive are served a nourishing breakfast.
6. For 3- to 5-year-olds in center-based settings, the quantities and kinds of food served conform to recommended serving sizes and minimum standards for meal patterns recommended in the USDA meal pattern or nutrient standard menu planning requirements outlines in 7 CFR parts 210, 220, and 226.
7. For 3- to 5-year-olds in center-based settings or other Head Start group experiences, foods served are high in nutrients and low in fat, sugar, and salt.
8. Meal and snack periods in center-based settings are appropriately scheduled and adjusted, where necessary, to ensure that individual needs are met. Infants and young toddlers who need it are fed "on demand" to the extent possible or at appropriate intervals.
9. When operating home-based program options, the program provides appropriate snacks and meals to each child during group socialization activities (see 1306.33 for information regarding home-based group socialization).
10. Staff promote effective dental hygiene among children in conjunction with meals.
11. Parents and appropriate community agencies are involved in planning, implementing, and evaluating the agencies' nutrition services.
12. Snacks/meals for teachers/other adults to model shall be selected from the "Dietitians Menu guide for Child Family Services Functions" and may be provided at the following:

Snacks: Snacks for trainings maybe available for CFS RHS/EHS/MHS 2-4 hour trainings.

- Trainer shall gather the snack items (which will include an assortment of hot and cold beverage items) from the inventory of snack items stored at Celeste/H Street on the day of training.
- Designated staff at Celeste/H Street shall purchase and maintain monthly inventory of snack items.

Catered Snack/Meal: Breakfast, Lunch or Dinner may be provided at the following events for example: – Parent Meetings, Community Meetings, Preservice, pre approved staff meetings and trainings lasting more than 4 hours.

- Trainer/Event Coordinator shall work with designated Celeste/H Street staff in selection of meal items and from CFS Adhearing to SCOE Board Policy 3310.1 and Admin Policy 3310.1 vendor list.
- Designated staff shall initiate purchase order and place meal order at least 2 weeks prior to event.
- For catered Events and trainings the Trainer/Event Coordinator shall be responsible for submitting the invoice, training/event agenda and a copy of the sign in sheet to the designated staff that initiated the purchase order for processing within 10 days of the event/training scheduled.

All Cash buyouts for food purchase must be pre-approved by a Director before purchases are made and adhere to SCOE Admin Regulation 3310.1.

Training flyers will indicate if a snack or meal will be provided or none will be provided.

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| Supervised by: | Registered Dietitian, Director of Health Services, Delegate Health and Disabilities Coordinators, Management Staff |
| Performed by: | Program Specialists – Food Service, Registered Dietician, Grantee/Delegate Health Staff, Management Staff |
| Forms needed: | Approval Funding Contract, Menu Forms/Reports, Snack Schedule, Activity Plans, Daily Meal Tracking, Toothbrushing Procedure, Nutritional Guidelines Form, Health Disability Advisory Committee Minutes, Menu Guide for Head Start Functions |
| Frequency: | Ongoing throughout program year |