



Kids Central, Inc.

Orientation & Training Division

NUTRITION COMPONENT

Module: 1

Topic: Child Care Food Program - FOOD & NUTRITION TRAINING FOR CENTER STAFF

Objectives:

- 1. Provide specific policies and procedures directly related to Head Start Centers.*
- 2. Provide specific USDA guidelines which must be adhered to in order to qualify for this funding.*
- 3. Relate the specifics of policy and procedure to the educational goals for our children.*
- 4. Provide staff with specific guidelines for communications with parents and volunteers as related to our child nutrition standards.*

I. FAMILY STYLE MEAL SERVICE

A. Children should participate in pre-meal activities such as, cleaning and setting the table for breakfast, lunch and snack on a rotating basis. Staff, parents and/or volunteers shouldn't be solely responsible for setting the table.

B. Teach children to use fork, knife, and spoon. Utensils should include fork and spoon daily. Knives should be available when meats are served that require cutting (i.e., sliced ham, turkey, chicken patties, etc.)

C. The teacher should serve his/her plate first. The teacher at the table is the role model for passing pouring and serving of all foods. Teachers are required to eat lunch with children.

D. Teachers must closely watch children to instruct and remind them how to pass food and serve themselves appropriate size servings. **The teacher and child must share the same menu when possible. If the teacher warrants a different menu, it must be explained to the children.**

E. Quiet time should be scheduled before the meal so that children come to the table relaxed and ready to eat.

F. Pleasant table conversation about children's experiences should be encouraged. Talk about personal dislikes of food should be discouraged.

G. Children should be allowed sufficient time to finish their food approximately 30 minutes. Daily activity schedule must reflect 30 minutes intervals.(i.e. breakfast is served at 8:30 lunch 12:00 and snack 3:00.)

H. If a child refuses a food, offer it again at some time in the future. Do not keep pestering the child.

I. Do not force or require children to clean their plates.

J. Do not require children to finish a particular food before having seconds of another food item.

K. A particular food cannot be withheld from a child for not eating another food item.

L. Do not give sticker or reward children who eat all their food.

M. Salt, sugar or other seasonings may not be on the tables or added to food in front of the children.

N. All food items are to be served at one time and the children may start with any food they prefer.

O. All children upon arrival should be instructed to come to the table for breakfast. If a child eats any component of the breakfast meal he/she should be counted on the Alternate Daily Meal Count and Attendance Record.

P. Children should be awake and ready to eat snack at 2:00 p.m.

II. MENUS

A. Review menu daily with children.

B. Be sure correct menu is posted and dated correctly each week.

C. Menu changes must be documented on all menus.

D. "Parent Choice" is designed to give a group of parents an opportunity to plan a menu for the center. **"Cook Choice"** is designed for the Cook to prepare a menu that will move the inventory due to over stock.

III. MEAL SCHEDULE

A. Must be posted in the kitchen and classroom.

B. Schedule must be adhered. If lunch states 12:05-12:35, then serving bowls and utensils should be on the table and ready to eat by 12:05.

IV. CLASSROOM NUTRITION ACTIVITIES

- A. A nutrition activity must occur weekly and documented on the lesson plan. The nutrition activity book is in your center and it should be used.** Note: When menus are planned in the classroom this will be used as the Nutrition Activity for the week.
- B.** Plan classroom activities with the meal schedule in mind. Do not serve large amounts of food prior to lunch. You may serve the food at snack time. **Classroom activities do not have to be a cooking activity.**
- C.** Entire meals for holidays or celebrations cannot be prepared in the classroom (i.e. Black history month, Cinco de Mayo etc.) These activities must be planned as a group and prepared in the kitchen.
- D.** Introduce foods not well accepted by the children, as well as cultural and ethnic foods.
- E. Avoid popcorn, nuts, grapes and seeds for activities.** This may cause choking.
- F.** Food for nutrition activities may be purchased from our food vendor if the following guidelines are met:
- 1) Nutrition Specialist approves nutrition activity.
 - 2) Inform Nutrition Specialist and Cook of needed food items one week in advance.

V. ALLERGY CHART

- A. An allergy chart, which identifies those children that cannot eat a particular food for medical or religious reasons, must be posted in a visible area in the classroom and kitchen. A cover sheet must be placed over the allergy chart in both the classroom and kitchen.**
- B.** The allergy chart should include the child's name and the food item to be avoided. **Do not include medical problems on the chart. For example: asthma.**
- C.** If there are not any allergies in your classroom, you must write NKA (no known allergies) on your allergy chart.
- D. If a parent informs a teacher of an allergy, the teacher must inform the cook. The cook in turn will notify the Nutrition Specialist immediately. The Nutrition Specialist will speak with the parent and document the information in the child's health record.**

VI. METHOD OF COUNTING CHILDREN (DAILY MEAL COUNT AND ATTENDANCE RECORD)

A. Teachers eating at the center must eat with the children, serving as role models. **Meal count must be taken at the point of meal service.** Teachers are required to eat lunch with the children. Breakfast and snack are prepared for children **only**. Support Staff will not be counted in the daily meal counts. **Volunteers are always considered as Non-Program Adults. Nutrition Specialists are required to monitor the meal service and must eat with the children weekly.** Non-program adults must be counted in the non-program meal section on the menu production records.

B. A classroom attendance sheet must be completed for each room each day and turned into central office monthly. The Teacher/ Coordinator must review and sign the Attendance Record **before** submitting records to the cook. This procedure should take place at the end of the week of each week. The Nutrition Specialist will review all USDA records weekly for completeness and accuracy.

C. Cooks will monitor each classroom at 9:00 a.m., 12:30 p.m. and 3:00 p.m. to ensure that meal counts are taken and accurate.

D. Food Service records are due on the last day of the month to the Nutrition Specialist. The records are due to the Nutrition Coordinator on first day after the end of each month.

VII. BIRTHDAY AND HOLIDAY CELEBRATION POLICIES

*Once a month the cook or caterer must prepare a cake to celebrate Birthdays. The cook is responsible for selecting the day. The birthday cake must be served at snack and served as an addition with the required snack requirement.

***FYI:* Icing and candles may be used for the celebrations. Parents may bring party favors. Use icing in MODERATION. Children must brush their teeth immediately following the snack when cake is served.**

*Food being served to Head Start children must be prepared by Cook, caterer or teacher (nutrition activity). **Parents are not allowed to bring food into the center to be served to other Head Start children.**

*Candy or foods with sugar listed as the first ingredient should not be served in the center for the children.

*Food needed for birthday celebrations can be provided by the center if the following guidelines are met:

- 1) **Celebration takes place during school hours.**
- 2) **Snack meets USDA and Head Start guidelines.**
- 3) **The Nutrition Specialist approves menu.**

USDA funds are only used for food served to **children** during center hours.

USDA funds can not be used to purchase special event or holiday items. (i.e. holiday bags, end-of year picnics, take home snacks)

VIII. PARENT MEETINGS

USDA funds can not be used to purchase food for parent meetings.

There is a budget line for each center to cover this cost.

IX. KITCHEN

A. Food purchased by KIDS CENTRAL can not be taken home by staff.

B. Cooks can not prepare additional food to serve to support staff unless support staff is eating with the children. Meals eaten by support staff must be eaten after the children have been served.

C. All meals prepared must be sent to the classrooms.

X. ELIGIBILITY

A. A Child is automatically eligible for free meals while enrolled as an income-eligible participant in the Head Start Program.

B. Each year it must established whether a Head Start participant continues to meet the conditions for automatic eligibility for the free meals.

Note: A child could be eligible for free meals one year and not the next.

XI. CIVIL RIGHTS TRAINING

Cooks and Assistants, Nutrition Specialist, Teachers and Family Advocates must take the civil rights training yearly via Program learning at the KCI Head Start of annual pre-service training. This training will take place in August of each year.

New hires must take Civil Rights Program learning training thirty days within their hire date.