



POLICY AND PROCEDURE FOR NUTRITION SERVICES

Policy

A program must implement an intentional, age-appropriate approach to accommodate children's need to nap or rest, and that, for preschool age children in a program that operates for 6 hours or longer per day provides a regular time every day at which preschool age children are encouraged but not forced to rest or nap. A program must provide alternative quiet learning activities for children who do not need or want to rest or nap. (2) A program must implement snack and meal times in ways that support development and learning. For bottle-fed infants, this approach must include holding infants during feeding to support socialization. Snack and meal times must be structured and used as learning opportunities that support teaching staff-child interactions and foster communication and conversations that contribute to a child's learning, development, and socialization. Programs are encouraged to meet this requirement with family style meals when developmentally appropriate. A program must also provide sufficient time for children to eat, not use food as reward or punishment, and not force children to finish their food. (3) A program must approach routines, such as hand washing and diapering, and transitions between activities, as opportunities for strengthening development, learning, and skill growth. (4) A program must recognize physical activity as important to learning and integrate intentional movement and physical activity into curricular activities and daily routines in ways that support health and learning. A program must not use physical activity as reward or punishment. *Head Start Performance Standards 1302.31(e) (1-4) Promoting learning through approaches to rest, meals, routines, and physical activity, 1302.44 Child Nutrition.*

What are the basic requirements for snack and mealtimes? (a) You must serve all children ready for table food regular meals and morning and afternoon snacks as specified in this subchapter. (b) If breakfast is served, a morning snack is not required. (c) A child must not go more than three hours without a meal or snack being offered, unless the child is sleeping. (d) If your child-care center is participating in the Child and Adult Care Food Program (CACFP) administered by the Texas Department of Agriculture, you may elect to meet those requirements rather than those specified in this section. (e) You must ensure a supply of drinking water is always available to each child and is served at every snack, mealtime, and after active play in a safe and sanitary manner. (f) You must not serve beverages with added sugars, such as carbonated beverages, fruit punch, or sweetened milk except for a special occasion such as a holiday or birthday celebration. (g) You must not use food as a reward. (h) You must not serve a child a food identified on the child's food allergy emergency plan as specified in §746.3817 of this title (relating to What is a food allergy emergency plan?).

How often must I feed children in my care? (a) You must offer each child in care for less than four hours at least one snack as specified in §746.3307 of this title (relating to What kind of foods must I serve for snacks?). (b) You must offer each child in care for four to seven hours one meal, or one meal and one snack, equal to 1/3 of their daily food needs. (c) You must offer each child in care for more than seven hours two meals and one snack, or two snacks and one meal, equal to 1/2 of their daily food needs. (d) You must offer an evening meal and/or bedtime snack and breakfast to each child who receives nighttime care. The amount you offer will vary with the time the child arrives and leaves. (e) If your child-care center is participating in the Child and Adult Care Food Program administered by the Texas Department of Agriculture, you may elect to meet those requirements rather than those specified in this section.

What kind of foods must I serve for snacks? Morning, afternoon, and nighttime snacks must be nutritious and include at least one of the following, which can be included in the child's daily food needs: (1) One serving from the fruit or vegetable group; (2) One serving from the milk group; (3) One serving from the grain group; or (4) One serving from the



meat or meat alternative group. May parents provide meals and/or snacks for their child instead of my child-care center providing them? (a) Yes; however, your enrollment agreement signed by the parent must include a statement that the parent is choosing to provide the child's meals and/or snacks from home and the parent understands the child-care center is not responsible for its nutritional value or for meeting the child's daily food needs. (b) If the parent provides a meal but not a snack, you are responsible for providing a snack as specified in §746.3307 of this title (relating to What kind of foods must I serve for snacks?). (c) You must provide safe and proper storage and service of the individual meals and snacks provided by parents. (d) Snacks provided by a parent must not be shared with other children unless: (1) A parent is providing baked goods for a celebration or party being held at the center; and (2) You ensure the shared snacks meet the needs of children who require special diets. How should my child-care center meet the needs of children who require special diets or do not want to eat foods we serve? (a) You must have written approval from a physician or a registered or licensed dietician in the child's records to serve a child a therapeutic or special diet. You must give this information to all employees preparing and serving food. (b) You must discuss recurring eating problems with the child's parent. (c) You may encourage but must not force children to eat. (d) You must not serve nutrient concentrates and supplements such as protein powders, liquid protein, vitamins, minerals, and other nonfood substances without written instructions from a physician. Can I make substitutions and/or rotate the daily menus? Yes: (1) Substitutions of comparable food value may be made to the daily menu, but you must keep a record of any substitutions made; and (2) You may rotate menus, but you must keep a record of which menu was used for each date. May I serve powdered milk? Yes, you may serve powdered milk if you mix the powdered milk according to label directions, and prepare, store, and serve the milk in a safe and sanitary manner. May I serve fruit or vegetable juices? Yes, you may serve fruit or vegetable juices if you: (1) Serve only 100% fruit or vegetable juice; (2) Only serve to children ages 12 months and older; and (3) Only serve up to four ounces for children ages 12 months through five years of age and six ounces for children ages six and older per day when using towards daily food needs. What general requirements apply to food service and preparation? All food and drinks must be of safe quality and must be stored, prepared, distributed, and served under sanitary and safe conditions, including but not limited to the following: (1) You must sanitize food service equipment, dishes, and utensils after each use; (2) If your child-care center lacks adequate facilities for sanitizing dishes and utensils, you must use only disposable, single-use items; (3) You must wash re-useable napkins, bibs, and tablecloths after each use; (4) You must discard single-service napkins, bibs, dishes, and utensils after use; (5) Caregivers with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food; (6) You must serve children's food on plates, napkins, or other sanitary holders such as a high chair tray, and you must not place food on a bare table or eating surface, which includes the floor; (7) You must not serve foods that present a risk of choking for infants and toddlers; (8) You must cover all food stored in the refrigerator; (9) When meals are prepared at the child-care center, the food preparation area must be separated from the eating, play, and bathroom areas. You must not use the food preparation area as a passageway while food is being prepared; and (10) You must not store poisonous or toxic materials and cleaning supplies with food. Must I serve meals family style? (a) No, you do not have to use family-style meal service, although all meals and snack times must: (1) Be unhurried; and (2) Include adult supervision of children. (b) If meals and snacks are served family style, caregivers must supervise children to prevent cross-contamination of the food. Minimum Standards for Child Care Centers 746.3301, 746.3303, 746.3307, 746.3309, 746.3311, 746.3313, 746.3315, 746.3316, 746.3317 and 746.3319.



Based on the above policies UTRGV-PSJA-EHS-CCP Program staff will provide Early Head Start children with breakfast, lunch, an afternoon snack and as necessary dinner. Dinner is possible for children receiving extended care services.

Procedure

1. Children must be served at least two meals (breakfast and lunch) and an afternoon snack during regular Early Head Start service hours.
2. Children who are receiving extended care services may receive dinner or an additional snack as necessary.
3. Children will be provided with water, milk, 100% fruit or vegetable juice based on their preferences and those of their parents. Children up to 12 months old should not receive more than 4 ounces. Powdered milk may be used, however, the milk must be mixed per label directions.
4. Meals will be rotated and substituted as necessary for comparable food value may be made to the daily menu, but you must keep a record of any substitutions.
5. Snacks will have at least one of the following: One serving from the fruit or vegetable group; One serving from the milk group; One serving from the grain group; or One serving from the meat or meat alternative group.

If a parent requests a milk substitution the Center Manager or Center Director must make sure the parent or guardian fills out the Parent Request for Fluid Milk Substitution Form. If a Parent Request for Fluid Milk Substitution has not yet been obtained, the Early Head Start staff will honor the parent request and obtain filled out Parent Request for Fluid Milk Substitution form within 30 days. This form must be filled out when parents or guardians request in writing approved non-dairy milk substitutions. The form will be stored in the Family file, child portfolio, nutritional Staff, CCFP Department and a copy will be given to the parents. EHS staff honors parent's request including religious needs.

6. Parents can choose to provide their own meals and/or snacks for their children. If this is the case their must be a statement in their family file that says the parent is choosing to provide the child's meals and/or snacks from home and the parent understands the child-care center is not responsible for its nutritional value or for meeting the child's daily food needs.
7. If a parent provides a meal, but not a snack the EHS Child Care Center will have to provide a snack and vice versa as well.
8. If a parent provides a meal or snack it is the responsibility of the EHS Child Care Center to provide safe and proper storage and service of the individual meals and snacks provided by parents.
9. If a parent provides a snack it should not be shared unless: a parent is providing baked goods for a celebration or party being held at the center and the EHS staff ensures the shared snacks meet the needs of children who require special diets.



10. All food and drinks must be of safe quality and must be stored, prepared, distributed, and served under sanitary and safe conditions, including but not limited to the following:
11. Food service equipment, dishes, and utensils must be sanitized after each use;
12. If the EHS Child Care Center does not have the facilities for sanitization of dishes and utensils then disposable single use items must be used.
13. If your child-care center lacks adequate facilities for sanitizing dishes and utensils, you must use only disposable, single use items;
14. The EHS Child Care Center will not serve foods that present a risk of choking for infants and toddlers;
15. EHS staff will ensure infants are never laid down to sleep with a bottle.

Breast feeding is encouraged, and accommodations are made to provide privacy, if necessary. In the event mother cannot breast feed the child on site, breast milk may be brought to campus and stored properly.

Research has shown that 90% of fatal choking occurs in children younger than four years of age. Examples of foods that present a risk of choking include hot dogs sliced into rounds, whole grapes, hard candy, string cheese, nuts, seeds, raw peas, dried fruit, pretzels, chips, peanuts, popcorn, marshmallows, spoonful of peanut butter, and chunks of meat larger than can be swallowed whole. Tables are often used for many purposes in childcare. Although the tables should be washed before mealtime, they will still bear a heavier load of infecting organisms than plates or sanitized food holders. Expiration dates should be monitored to ensure that food and beverage quality is safe for consumption.

The EHS staff can choose to serve meals family style that should be unhurried, and have adult supervision to prevent cross-contamination. Mealtime is a great opportunity for children to learn about new food develop new motor skills increase their dexterity and develop language and social skills through conversation. They also learn about counting colors shapes amounts smells temperatures and tastes. While feeding themselves children use fine motor skills and learn self-help skills that build a child's self-esteem. The presence of adult caregivers during mealtime will help prevent behaviors that increase risk such as fighting, feeding each other, stuffing food into the mouth, and so forth. Supervised eating also ensures that the child does not eat while talking, crying, laughing or playing and thus helps to prevent choking.

Procedure for special diet

1. Children who require a special diet must have written approval from a physician or a registered or licensed dietician in the child's family folder and ChildPlus record to serve a child a therapeutic or special diet.
2. The Center Manager or Director will process the immediate referral to Nutritional Staff upon being notified by the parent/guardian of a need for a special meal and/or accommodation.
3. If a Health Care Plan for Special Needs Accommodation Form has not yet been obtained, honor parent request and obtain Form within 30 days. The Center Manager or Center Director will

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schedule an In-House Staffing with parent/guardian and Nutrition, Health and Safety staff to review implementation of Special Meal and/or Accommodation. As necessary the Center Manager or Center Director will fill out an Allergic Reaction/Anaphylaxis Action Plan.

4. The Center Manager or Director will fill out the documents on Allergy/Special Dietary Log and the Special Meals and/or Accommodation Form which will have copies in the administrative office of the EHS Center, Special Diet Allergy Folder in the classroom and in the kitchen
5. This special diet must be shared with the cook and any other employees who prepare and serve food.
6. The Center Manager or Center Director will label family file and child's portfolio with allergy or intolerance.
7. Cook completes a separate 1530 for each special diet. A separate 1530 is not needed if it is only for a different milk type; Lactose-Free Milk or approved milk substitutes.
8. Special diet food items may be purchased from a local vendor.

During an audit, receipts will be reviewed against meal production records. If the auditor cannot verify the purchase of foods the site documents on meal production records, then the auditor could disallow the meal(s). (Reference TDA Manual).

Procedure for Nutrition Screening

1. A nutrition screening will be done at the time of enrollment by the = designated EHS staff.
2. For children younger than 12 months old the screening must be conducted every 30 days by the EHS teacher.
3. For children 12 months and older a nutrition screening will be conducted every year and updated accordingly.
4. The nutrition screening will be filled out by both the EHS teacher and parent. In the event the child has a food allergy, a special diet form must be signed by a health care provider approved by the delegate nutrition central kitchen staff.