



Revised By: Junior Rose
May 16, 2014

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: IDENTIFICATION OF NUTRITIONAL NEEDS
1304.23(a)

PERSON RESPONSIBLE: TEACHER/ASSISTANT HOME
VISITOR FOOD/NUTRITION
ASSISTANT HEALTH SERVICE
MANAGER

TIME LINE: JUNE – MAY 31

RATIONALE: A child's healthy development is promoted through ongoing communication between staff and families concerning nutrition-Related child assessment data, family eating patterns, child Feeding schedule, eating preferences, and community nutritional issues.

RESOURCES: Local School System, Virginia Extension Service, Local Health Department, USDA, Dietician, and Parents

OPERATIONAL PROCEDURE:

1304.23(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 concern:

- a. During enrollment parent will complete a nutritional assessment on child
- b. Discuss with parent nutritional needs of child.
- c. Discuss any special diets that child may be on.
- d. Discuss any allergies
- e. Referrals will be made as needed to medical provider, dentist, and dietician
- f. Parents will be notified if any changes occur in eating habits by the teacher
- g. Parents will be encouraged to notify teacher when eating habits change at home .
- h. Special diets will be referred to physician or registered dietician

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: IDENTIFYING CHILDREN WHO ARE
OVERWEIGHT, UNDERWEIGHT, OR ANEMIC
1304.23(a)(1)

PERSON RESPONSIBLE: HOME VISITOR
HEALTH SERVICE MANAGER
FOOD/NUTRITION ASSISTANT

TIME LINE : JUNE – MAY 31 (September and October)

RATIONALE: Children are identified if they are underweight, overweight, or anemic and referred to medical provider, health department or nutritionist/ Dietician for treatment plan

RESOURCES: Medical Provider, Health Department, Nutritionist or dietician
Health Advisory and parents

OPERATIONAL PROCEDURE:

1304.23(a)(1) Any relevant nutrition related assessment data (height, weight, hemoglobin/hematocrit) obtained under 45 CFR 1304.20(a)

- a. Family Advocate, Education Staff and Home Visitor will gather information from parent regarding nutritional habits and fill our nutrition assessment.
- b. Health Service Staff, Education Staff and Home Visitor will document height, weight, Blood count from physical and any related information regarding diet.
- c. The assessment shall identify children over the 95th percentile or under the 5th percentile and any children who deviate from previous measurements.
- d. Food/ Nutrition Assistant and Home Visitor will meet with parent along with dietician to assess cause of obesity, underweight or low hgb.
- e. Dietician will work with staff and parent to plan a diet for the child or refer Child to Pediatrician
- f. Growth and Weight Charts are done in first part of October and again in February

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: FAMILY EATING PATTERNS
1304.23(a)(2)

PERSON RESPONSIBLE: TEACHER/HOME VISITOR
FOOD/NUTRITION ASSISTANT

TIME LINE: JUNE – MAY 31

RATIONALE: Staff will gather information about family eating patterns, including cultural preferences, special dietary requirements and nutrition related health problems.

RESOURCES : Registered Dietician, Wic Program, Health Advisory and Parents

OPERATIONAL PROCEDURE:

1304.23(a)(2) Information about family eating patterns, including cultural preferences, special dietary requirements for each child with nutrition-related health problems, and feeding requirements of infants and toddlers and each child with disabilities(see 45 CFR 1308.20)

- a. Education Staff or Home Visitor will conduct interview with parents at time of enrollment regarding food habits, water supply, sanitation, cultural and income limitations.
- b. Education Staff/Home Visitor will work on plan to remedy problems such as:
 1. Poor sanitation habits
 2. Omission of entire categories of food
 3. Food habits that result in adequate diets
 4. Small food budget or apparent poor use of money for food
 5. Food problems and references that severely limit the diet.
 6. Poor handling of home produced food.
 7. Children with disabilities are furnished special diets.
 8. Registered dietician and nutritionist will work on health records of children with underweight, overweight and low hemoglobin with parents

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: COMMUNITY NUTRITIONAL ISSUES
1304.23(a)(4)

PERSON RESPONSIBLE: FOOD/NUTRITION ASSISTANT
HEALTH SERVICE MANAGER
EARLY EDUCATION SUPERVISOR

TIME LINE: JUNE – MAY 31

RATIONALE: Local health department will give data regarding nutritional issues, quality of food, water, fresh fruits and vegetables

RESOURCES: Health Department, Parents, Dietician and Health Advisory
Community Assessment

OPERATIONAL PROCEDURE:

1304.23(a)(4) Information about major community nutritional issues as identified through the Community Assessment or by the Health Service Advisory Committee or the local health department.

- a. Information contained in the Community Assessment will help to identify Children's nutritional needs
- b. Nutrition related prevalent health conditions in the community, such as hunger, obesity diabetes, hypertension, baby-bottle tooth decay and lead poisoning will be included in the Community Assessment and through the health department.

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: NUTRITIONAL SERVICES
1304.23(b)(1)

PERSON RESPONSIBLE : FOOD/NUTRITION ASSISTANT
HEALTH SERVICE MANAGER
COOK

TIME LINE : JUNE – MAY 31

RATIONALE : Kids Central, Inc. ensures that menus and cooking styles take into account Cultural and ethnic preferences, comply with USDA recommendations and requirements and fully use community food resources.

RESOURCES : USDA, Parents, Health Advisory Committee, Dietician and School System

OPERATIONAL PROCEDURE:

1304.23(b)(1) Nutritional services. 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 broaden the child's food experience.

- a. Menu's are prepared by Food/nutrition assistant and sent to Nutritionist for approval.
- b. Menus will be made for 15 day cycle
- c. Menus include healthy food such as Whole breads and other Whole grains, vegetables, fruits, meat and meat alternates(such as eggs, seeds, dry beans, peas, and Whole, low fat or 1% milk and Low fat milk products such as cheese and yogurt)
- d. All menus are USDA approved
- e. Menus are implemented to meet needs and feeding requirements of each child including children with disabilities, cultural and ethnic preferences,

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: USDA FUNDS AND ALLOWABLE COSTS
NOT COVERED BY USDA

PERSON RESPONSIBLE: FOOD/NUTRITION ASSISTANT

TIME LINE: JUNE – MAY 31

RATIONALE: USDA is the primary source of reimbursement

RESOURCES : USDA Contract, Dietician, Nutritionist, Parents and Health Advisory

OPERATIONAL PROCEDURE:

1304.23(b)(1)(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.

- a. Food/nutrition assistant will be knowledgeable of USDA requirements.
- b. Work with dietician and nutritionist to approve menus.
- c. All menus for field trips are USDA approved.
- d. All Socialization menus are USDA approved.
- e. USDA reimbursement requests are filed monthly.
- f. Cooking experiences require approval.

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: PART-DAY CENTER BASED SETTING
MEAL REQUIREMENTS 1304.23(b)(1)(ii)

PERSON RESPONSIBLE: FOOD/NUTRITION ASSISTANT
HEALTH SERVICE MANAGER

TIME LINE: JUNE – MAY 31

RATIONALE: To assist in meeting the nutritional needs of children in part-day program by supplying 1/3 daily nutritional needs with consideration for meeting any special needs of children, including the child with a disability. To assist in meeting nutritional needs of children in full day program must receive meals and snack that provide ½ to 2/3 of daily nutritional needs.

RESOURCES : USDA, School System, Health Department, Health Advisory and Nutritionist

OPERATIONAL PROCEDURE :

1304.23(b)(1)(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 daily nutritional needs, depending upon the length of the program day.

- a. Menus shall be prepared by food/nutrition assistant and sent to Nutritionist for approval.
- b. Menus will be made for 15 day cycle and rotated.
- c. Menus will be given to center monthly
- d. Menus will be posted in each center
- e. Menus will include an a.m. breakfast, lunch, and p.m. snack
- f. Menus for field trips are USDA approved.
- g. Menus for home base option are USDA approved..

CHILD NUTRITION PLANS CONTINUED 2304.23(b)(1)(ii)

- h. If substitutions used they will be noted on menu.
- i. Food at meal and snack time will be those which do not promote tooth decay.
- j. Sticky sweets will be avoided.
- k. Children with disabilities who have difficulties in chewing or swallowing or lack of feeding skills will be served substitutes of the same nutritional value.
- l. Acceptance by children will be checked periodically
- m. Special formulated products such as modified milk products and fortified snack Cakes will not be used.

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: PROVIDING BREAKFAST
1304.23(b)(1)(iii)

PERSON RESPONSIBLE: COOK TEACHER/ASSISTANT
FOOD/NUTRITION ASSISTANT

TIME LINE: JUNE – MAY 31

RATIONALE: To provide a breakfast to all Early Head Start and Head Start children when they arrive at center

RESOURCES: USDA, Nutritionist, dietician and health advisory

OPERATIONAL PROCEDURE:

1304.23(b)(1)(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.

- a. Children will be served a breakfast when they arrive at the center.
- b. Breakfast will be conforming to the menus
- c. Extra food will be available for those children who want more

CHILD NUTRITION WRITTEN PLANS :

SUBJECT : CHILD NUTRITION

PERFORMANCE OBJECTIVE: CHILDREN RECEIVING FOOD APPROPRIATE TO HIS OR HER NUTRITIONAL NEEDS.
INFANTS AND TODDLER IN CENTER BASE
1304.23(b)(1)(iv)

PERSON RESPONSIBLE: TEACHER/ASSISTANT
COOK

TIME LINE: JUNE – MAY 31

RATIONALE: Serve food in quantities which will conform to recommended amounts indicated in Head Start Guidance

RESOURCES : Head Start Guidance Manual, USDA and Health Advisory

OPERATIONAL PROCEDURE:

1304.23(b)(1)(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 7CFR parts 210, 220 and 226.

- a. Breast milk is the optimal food for infants, it gives complete nutrition first four To 6 months of life, continues to be an important nutrient source for the first year.
- b. Skim milk, 1 percent to 2 percent fat milk, and evaporated milk not recommended In first 12 months of life.
- c. Children between 1 and 2 years should receive whole milk.
- d. Solid food will be introduced between 4 and 7 months of age depending on child nutritional need.

4 to 5 years of age should receive:

- a. 3/4 to 1 cup milk
- b. 1/2 to 1 1/2 slices bread
- c. Cereal 1/2 cup
- d. 4 tablespoons vegetables
- e. 1/2 cup vitamin c fruit
- f. 4 tablespoon vitamin a vegetables

CHILD NUTRITION CONTINUED

- f. 4 tablespoons other fruits
- g. Lean meat cooked without bone 1 ½ to 2 oz.
- h. Egg - 1
- I. 3 to 4 tablespoons dried beans and peas
- j. Cheese 1 ½ to 2 ozs cheddar , ½ cup cottage cheese
- k. 1 teaspoon butter

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: QUANTITIES AND KINDS OF FOOD SERVED
FOR 3 TO 5 YEAR-OLDS IN CENTER BASE
1304.23(b)(1)(v)

PERSON RESPONSIBLE: FOOD/NUTRITION ASSISTANT
TEACHER/ASSISTANT
COOK

TIME LINE: JUNE – MAY 31 (DAILY)

RATIONALE: The menu will conform to recommended serving size and minimum standards for meal patterns recommended in USDA meal pattern.

RESOURCES : USDA guidelines, Nutritionist, Dietician, Health Advisory, Parents and performance standards.

OPERATIONAL PROCEDURE:

1304.23(b)(1)(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 outlines in 7 CFR parts 210, 220, and 226.

- a. Home visitors and other staff discuss with families the USDA/HHS dietary guidelines for Americans and the food pyramid.
- b. Meals and snacks will conform with USDA recommendations.
- c. Cooks and Food/Nutrition Assistant will review labels on food to ensure nutrition is met.
- d. Food that demonstrate culture of families that is served.
- e. A nutritious snack will be served.

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: FOODS SERVED TO 3 TO 5 YEAR OLDS IN CENTER WILL BE HIGH IN NUTRIENTS AND LOW IN SUGAR, FAT AND SALT.
1304.23(b)(1)(vi)

PERSON RESPONSIBLE: FOOD/NUTRITION ASSISTANT
COOK
TEACHER/ASSISTANT

TIME LINE: JUNE – MAY 31 (DAILY)

RATIONALE: Foods high in nutrients and low in sugar, fat, and salt will be served

RESOURCES: USDA/HHS guidelines, Nutritionist, dietician and Health Advisory

OPERATIONAL PROCEDURE:

1304.23(b)(1)(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.

- a. Providing low fat milk and cheese for children older than 2 years of age.
- b. Reduce salt in cooking
- c. Avoiding adding sugar to cereals
- d. Sweeten cereal with fresh fruit
- e. Use of applesauce for syrup
- f. Use of whole grain muffins and bagels, fruit pancakes, and fruit shakes
- g. Serve 100% fruit juice instead of fruit juice drinks
- h. Avoid placing additional sugar, salt, butter, or margarine on table.

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: ENSURE INDIVIDUAL NEEDS ARE MET.
INFANTS AND TODDLERS MUST BE FED
ON DEMAND IF NEEDED
1304.23(b)(1)(vii)

PERSON RESPONSIBLE: COOK
TEACHER
FOOD/NUTRITION ASSISTANT

TIME LINE: JUNE – MAY 31 (DAILY)

RATIONALE: Schedules in center base option must be adjusted when necessary to ensure individual needs are met.

RESOURCES: USDA guidelines, nutritionist, dietician, parents and health advisory

OPERATIONAL PROCEDURE:

1304.23(b)(1)(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.

- a. Staff will feed on demand (not offer food every time an infant shows signs of discomfort)
- b. Staff will never force a child to eat
- c. Staff and parent will work together on food preference and eating patterns
- d. Staff will work with nutritionist and dietician when problems arise with the meals
- e. Staff will always sit with children at meals
- f. Staff will eat same food as children unless they have a doctor’s order for Special diet.

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: MEALS AND SNACK FOR HOME BASE OPTION
1304.23(b)(2)

PERSON RESPONSIBLE: HOME Visitors
FOOD/NUTRITION ASSISTANT
COOK

TIME LINE: JUNE – MAY 31

RATIONALE: Home visitors and parents plan and conduct food preparation and nutrition Education experiences during group socialization on a regular basis.

RESOURCES: Dietician, Nutritionist, Health Advisory, and USDA guidelines

OPERATIONAL PROCEDURE:

1304.23(b)(2) Grantee and delegate agencies operating home-based program options must provide appropriate snack and meals to each child during group socialization activities (see 45 CFR 1306.33 for information regarding home-based group socialization).

Home Visitors and parents discuss and plan:

- a. Plan Menus
- b. Budget Meals
- c. Recognize hunger in infants and young children
- d. Encourage healthy eating patterns in children
- e. Broaden children's tastes in good food, as well as their food preferences
- f. Balance good nutrition with physical activity
- g. Limit fat, sugar, and salt intake
- h. Honor and respect cultural, religious, ethical, and personal food preferences
- . I. During socialization, menus will meet USDA requirements

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: DENTAL HYGIENE IN CONJUNCTION WITH MEALS. 1304.23(b)(3)

PERSON RESPONSIBLE: TEACHER/ASSISTANT
FOOD/NUTRITION ASSISTANT
EDUCATION SUPERVISOR'S
HEALTH SERVICE MANAGER

TIME LINE: JUNE – MAY 31 (daily)

RATIONALE: Proper dental hygiene will be practiced according to age and Developmental level of child

RESOURCES : Dentists, Health Department, Health Advisory and Parents

OPERATIONAL PROCEDURE:

1304.23(b)(3) Staff must promote effective dental hygiene among children in conjunction with meals.

GUIDELINES FOR TOOTH BRUSHING AND GOOD DENTAL HYGIENE;

- a. Infants teeth are cleaned when the first tooth erupts using gauze pads or until age 1 (use water)
- b. Use tooth brush after age 1 (use fluoridated toothpaste when child is able to spit)
- c. Staff and parents are educated about proper ways to prevent baby-bottle tooth decay
- d. Teething toys will be kept clean and never shared

PRESCHOOL DENTAL HYGIENE:

- a. Each child will use pea-size fluoridated toothpaste.
- b. Each child will have his/her own toothbrush labeled with their name
- c. No toothbrush will be shared
- d. Toothbrushes are stored in an open place to air dry and no brushes should touch

CHILD NUTRITION WRITTEN PLAN - DENTAL HYGIENE CONTINUED:

- e. Toothbrushes will be replaced at least every 3 months or sooner if needed.
- f. Toothbrushes are replaced immediately when a child become ill
- g. Children are taught proper tooth brushing techniques, and children with disabilities
Are supported with any needed adaptations
- h. Staff uses bright smiles, bright future program at the beginning of year
- i. Staff serve as role models by brushing their own teeth after meal
- j. Children will brush teeth after lunch
- k. field trips, children will be offered water to rinse properly when brushing
is not available
- l, Teacher, Home Visitor and Health Service Manager will
assist parents in scheduling dental appointment as part of well child

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: PARENT INVOLVEMENT IN NUTRITION
1304.23(b)(4)

PERSON RESPONSIBLE: FOOD/NUTRITION ASSISTANT

TIME LINE: JUNE – MAY 31

RATIONALE: Parents are encouraged in program nutrition activities.

RESOURCES: USDA, dietician, nutritionist and health advisory

OPERATIONAL PROCEDURE:

1304.23(b)(4) Parents and appropriate community agencies must be involved in planning, implementing, and evaluating the agencies nutritional service.

- a. Parents are encouraged to be involved in planning menus
- b. Parents are encouraged to assist classroom nutrition activities
- c. Parents are encouraged to assist in dental hygiene activities
- d. Parents are encouraged to serve as volunteers or staff for food service activities
- e. Parents are encouraged to review the nutrition program
- f. Staff send menus home with children including snack
- g. Menu will be posted at center
- h. Representatives from different agencies will be asked to speak and serve on Health Advisory

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: NUTRITIONAL SERVICES INCLUDE THE DEVELOPMENT AND SOCIALIZATION OF CHILDREN IN CENTER 1304.239(c)

PERSON RESPONSIBLE: TEACHER
COOK
FOOD/NUTRITION ASSISTANT

TIME LINE: JUNE – MAY 31

RATIONALE: Food related activities and leisurely meal times provide opportunities for Development of positive attitudes toward healthy foods, decision-making, Sharing, communicating with other, and the development of muscle Control, and eye-hand coordination.

RESOURCES : Parents, Performance Standards, and Health Advisory

OPERATIONAL PROCEDURE:

1304.23(c) 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:

- a. Serving meals in a pleasant atmosphere
- b. Serving meals family style
- c. Child size furniture and utensil will be provided
- d. Cooking experiences correlate with lesson plans

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: FOOD VARIETY
1304.23(c)(1)

PERSON RESPONSIBLE: TEACHER/ASSISTANT
COOK
HOME VISITOR

TIME LINE: JUNE – MAY 31

RATIONALE : Ensuring a variety of food to broaden child's food experience

RESOURCES: USDA, Food Pyramid, and Health Advisory

OPERATIONAL PROCEDURE:

1304.23(c)(1) A variety of food is served which broadens each child's food experiences;

- a. A variety of food offered
- b. Small amount of one new food offered occasionally
- c. Home visitor's can read stories about food
- d. Each center and home base option have cooking experiences
- e. Food is served for different cultures

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: ENSURING FOOD NOT USED FOR PUNISHMENT
REWARD, OR FORCED TO EAT FOOD
1304.23(c)(2)

PERSON RESPONSIBLE: TEACHER/ASSISTANT
COOK
HOME VISITOR

TIME LINE: JUNE – MAY 31 (Daily)

RATIONALE: To ensure that food is not used as a punishment or reward

RESOURCES : Health Advisory, Performance Standards and parents

OPERATIONAL PROCEDURES:

1304.23(c)(2) Food is not used as a punishment or reward, and that each child is encouraged, but not forced, to eat or taste his or her food;

- a. Staff shall not force child to eat
- b. Staff shall not use food as a reward
- c. Staff shall not use gimmicks such as giving out stars or other rewards to get a child to eat.
- d. Staff shall not threaten child for not eating
- e. Staff will make sure atmosphere is inviting and comfortable

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: TIME ALLOWED FOR CHILD TO EAT
1304.23(c)(3)

PERSON RESPONSIBLE: TEACHER/ASSISTANT HOME
VISITOR FOOD/NUTRITION
ASSISTANT

TIME LINE: JUNE – MAY 31 (Daily)

RATIONALE: To ensure that sufficient time is allowed for children to eat.

OPERATIONAL PROCEDURE:

1304.23(c)(3) Sufficient time is allowed for each child to eat;

- a. Staff will ensure that the atmosphere is relaxed.
- b. Staff will be ready for children to serve themselves when they come to the table
- c. Meals will be served family style
- d. Staff will encourage a leisurely meal pace
- e. Conversation at table between children and adults set appropriate pace for meal
- f. Staff will allow slow eaters sufficient time to finish their food
- g. Staff will allow children to get up and move when they finish eating
- h. Children will empty plates when finished at the table
- i. Thirty minutes is usually enough time to eat

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: STAFF, VOLUNTEERS AND CHILDREN
EAT TOGETHER FAMILY STYLE
1304.23(c)(4)

PERSON RESPONSIBLE: TEACHER/ASSISTANT

TIME LINE: JUNE – MAY 31 (daily)

RATIONALE: To ensure that children and staff; including volunteers, eat together sharing the same menu; providing a socializing experience in a relaxed atmosphere.

RESOURCES: USDA approved menus and health advisory

OPERATIONAL PROCEDURE:

1304.23(c)(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;

- a. Teacher/assistant and parents will set an example
- b. Children may help in setting table
- c. Sharing conversation during meal
- d. Children will help clean table after meal
- e. All children and adults will be seated while eating

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: PROPER FEEDING FOR INFANTS
1304.23(c)(5)

PERSON RESPONSIBLE: TEACHER/ASSISTANT

TIME LINE: JUNE – MAY 31 (Daily)

RATIONALE: It is important to hold infants and to establish eye contact while feeding them, in order to enhance bonding and to establish a sense of security. The practice of giving infants a bottle when lying down to rest is dangerous.

RESOURCES: Health Department, Part C, Nutritionist, Dietician, and health advisory.

OPERATIONAL PROCEDURE:

1304.23(c)(5) Infants are held while being fed and are not laid down to sleep with a bottle

- a. Mother of breast fed child are encouraged to come to the center and feed their child

TECHNIQUES FOR FEEDING INFANTS:

- a. Wash hands with soap and water before feeding
- b. Find a comfortable place for feeding
- c. Hold the infant in their arms or on their lap during feeding, with infant in a semi-sitting position, with the head tilted slightly forward and slightly higher than the rest of the body, supported by the person feeding the infant.
- d. Staff will communicate and interact with the infant in a calm, relaxed, and loving manner, by cuddling and talking gently.
- e. Hold bottle still, and at an angle, so that at all times the end of the bottle near the nipple is filled with liquid and not air.
- f. Ensure that the liquid flows from the bottle properly by checking the nipple hole.
- g. Burp the infant at any natural break during, and at the end of feeding
- h. Infant cereal should be served with a spoon, unless there is a medical reason.

CHILD NUTRITION PLANS CONTINUED #1304.23(c)(5)

- i. When child grows older, they may prefer to hold their own bottle and may do so
While in adults arms.

- J. When older infants eat solid foods, place them in a child size seat or high chair
And maintain eye contact with the child during meal.

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: MEDICALLY-BASED DIETS OR OTHER
DIETARY REQUIREMENTS 1304.23(c)(6)

PERSON RESPONSIBLE TEACHER
COOK
HEALTH SERVICE MANAGER
FOOD/NUTRITION ASSISTANT

TIME LINE: JUNE – MAY 31

RATIONALE: Accommodating special diets or dietary requirements ensures that a child's health will not be jeopardized and that individual needs are met.

RESOURCES: Dietician, Nutritionist, Health Advisory, Medical Provider and Dentist

OPERATIONAL PROCEDURE:

1304.23(c)(6) Medically-based diets or other dietary requirements are accommodated ; and

- a. Staff will work with parents to develop ways to incorporate special dietary needs into the regular menu
- b. A written document must be provided by the parent from a medical provider when allergies to food or other problems arise.
- c. The food/nutrition assistant may consult with the nutritionist or dietician for information regarding child.
- d. Staff will make every effort to make child feel comfortable.

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: DEVELOPMENTALLY APPROPRIATE
OPPORTUNITY IN FOOD RELATED
ACTIVITIES 1304.23(c)(7)

PERSON RESPONSIBLE : TEACHER/ASSISTANT

TIME LINE: JUNE – MAY 31(daily)

RATIONALE: Involvement in age-appropriate food-related nutrition education activities fosters thinking skills, the development of large and small motor Skills, a positive attitude toward food, and positive attitudes toward Achievement and cooperation.

RESOURCES : Nutritionist, dietician and health advisory

OPERATIONAL PROCEDURE:

1304.23(c)(7) As developmentally appropriate, opportunity is provided for involvement of children in food-related activities.

- a. Children are encouraged to select activities that are food related, some are:

- Family Style Meal
- Shopping for food items
- Setting Table
- Serving Food
- Cleaning Up
- Making place mats or table centerpieces
- Cooking experiences

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: FAMILY ASSISTANCE WITH NUTRITION
1304.23(d)

PERSON RESPONSIBLE: TEACHER/ASSISTANT
COOK

TIME LINE : JUNE – MAY 31

RATIONALE: Parent education opportunities can offer parents new skills and ideas for Providing nutritious meals at home.

RESOURCES : Extension Office, Nutritionist, WIC, and Dietician

OPERATIONAL PROCEDURE:

1304.23(d) Parent education activities must include opportunities to assist individual families with food preparation and nutritional skills.

- a. Staff will talk to parents about the child's nutritional needs and the parents Understanding of nutritional issues
- b. Provide parents with information regarding the selection and preparation of foods
- c. Guiding parents in home and money management and smart consumer techniques
- d. Sharing information about the USDA/HHS Dietary Guidelines for Americans
- e. Reading food labels
- f. Encouraging parents to discuss nutritional issues with one another
- g. Serving nutritious food at parent functions.

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: FOOD SAFETY AND SANITATION
1304.23(e) (1)

PERSON RESPONSIBLE: COOK
FOOD/NUTRITION ASSISTANT
TEACHER

TIME LINE: JUJUNE – MAY 31 (Daily)

RATIONALE: Compliance with food safety and sanitation measures protects the health and safety of everyone.

RESOURCES: Health Department, Health Advisory and performance standards
Virginia State Licensing

OPERATIONAL PROCEDURE:

1304.23(e)(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.

Monitoring will be completed by food/nutrition assistant to include the following:

- Cleanliness and safety of food before, during, and after preparation
- Food handling practices
- Dish washing procedure
- Insect and Rodent control
- Cleanliness and maintenance of food preparation, service and storage, delivery
- Clean water supply
- Garbage disposal
- Health of food service personnel
- TB test every two years
- Serv Safe certified

CHILD NUTRITION WRITTEN PLANS:

SUBJECT: CHILD NUTRITION

PERFORMANCE OBJECTIVE: PROPER STORAGE OF BREAST MILK
1304.23(e)(2)

PERSON RESPONSIBLE: COOK TEACHER/ASSISTANT
FOOD/NUTRITION ASSISTANT

TIME LINE JUNE – MAY 31

RATIONALE: Proper storage and handling of breast milk and infant formula is necessary to prevent spoilage, to minimize bacterial growth and to ensure that each infant receives his or her own mother's milk or the correct brand of formula

RESOURCES: Health Department, State Licensing, Extension Office and Health Advisory.

OPERATIONAL PROCEDURE:

1304.23(e)(2) For programs serving infants and toddlers, facilities must be available for the proper storage and handling of breast milk and formula.

- a. All bottles of breast milk and formula are refrigerated until immediately before Feeding
- b. All contents remaining after feeding will be discarded
- c. All containers will be dated, clearly labeled with child's name
- d. All milk will be discarded after refrigerated 48 hours or 3 months if frozen
- e. Breast milk frozen will be thawed in running, warm water, or in the refrigerator.
- f. Breast milk frozen and thawed must be used within 24 hours (never re-frozen)
- g. Avoid warming milk at room temperature
- h. Staff will work with parents to find safe methods for storing and handling breast Milk.

