



# **Nutrition Operating Manual**

*Aligned with the 2016 Head Start  
Program Performance Standards  
(Standards 1301 -1305)*

*And*

***The 2017 CACFP Guidelines***



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# CHILD NUTRITION

Performance Standard: 1302.42 (b), 1302.44

Policy:

- a. Child Wellness is promoted by providing nutritious meals and snacks that will supplement and complement those served at home. Nutritional services assist families in meeting individual nutritional needs, and establishment of good eating habits that will nurture health development and promote lifelong well-being. Nutritional services include identification of individual nutritional needs, the design and implementation of nutritional services programs, meal service, and family assistance with nutrition and food safety and nutrition.

Procedure:

1. Identification of each child's nutritional needs:
  - b. Nutritional and Medical assessments are completed, as a part of the Acceptance Packet.
  - c. Emergency Information including medications taken by the child, food drink or medication allergies, special diet and religious restrictions, is obtained as a part of the Acceptance Packet and is updated throughout the year.
  - d. Physician statement is obtained for special diets, food/medication allergies or food intolerances.
    - i. Height and weight is conducted upon the first 45 days of entry into the program.
    - ii. A second Height and Weight is done for those children below the 5% and above the 95%.
    - iii. Hematocrit and/or Hemoglobin will be assessed during the first 45 days of beginning class.
    - iv. Documentation of HCT from the physician's office or WIC will be acceptable and should be filed in the child's file.
    - v. For those children with no documentation,
      1. Family Service Worker will inform the parents of the need for the documentation of HCT/Hemo., following the THStep Periodicity Schedule.
      2. If no documentation of HCT/Hemo. is obtainable, Family Service Worker will assist the parents in getting the procedure completed. Refer to Referral and follow-up Procedure.
      3. If a child is less than 5 years old and not enrolled in the WIC Program, Family Service Worker will make a referral (follow referral Procedure). If the family denies or drops WIC, Family Service Worker will obtain a 'Denial of Services' form.

## **Nutritional Services:**

- a. A Registered Dietician will be consulted for approval on new menus.
- b. Menus will reflect cultural and ethnic preferences by providing multi-cultural items.
- c. A variety of healthy foods including bread/grains, vegetables, fruits, meat/meat alternatives and milk/ milk products will be served.
- d. Modifications will be made for those children with disabilities that require special diets.
  - i. The Nutrition Manager, Disabilities Manager, and Registered Dietician will coordinate with the child's medical provider to make these modifications.
- e. CACFP will be the primary source of reimbursement for meals

## **Meal Service:**

- f. Children attending full day settings will receive 2/3 of their nutritional needs through meals and snacks.
- g. All children arriving at the campus in the morning will be offered a breakfast.
- h. Foods will be high in nutrients, low in fat, sugar and salt
- i. Meal and snack periods will be appropriately scheduled and adjusted, where necessary, to ensure that individual needs are met (refer to CACFP guidelines).
- j. Teaching staff will provide dental hygiene in conjunction with a meal (refer to Oral Hygiene Procedures).
- k. Teaching staff will promote dental hygiene by modeling and participating in dental hygiene.
- l. Food is not used as punishment or reward
- m. Children are encouraged, but not forced to eat or taste foods.
- n. Family style meals will be observed and sufficient time will be allowed for eating.

## **Family Assistance:**

- o. Parents will be provided with education in good nutrition, using:
  - i. One-on-One consultation,
  - ii. Parent meetings
  - iii. Coordination of community services
  - iv. Periodic handouts
  - v. Menus
  - vi. Other nutrition information
- p. Nutritious foods will be provided at parent functions
- q. Referrals will be made to a Registered Dietician, as needed.
- r. Education and Health Specialists will coordinate nutrition and dental curriculum for the classroom.
  - i. Education Specialist will ensure:
    - 1. implementation of curriculum
    - 2. Documentation of curriculum in lesson plans
- s. Family Services Specialist will coordinate with Nutrition Manager and Health Specialist to provide

- i. Opportunities for parent involvement and
- ii. Education of families in good nutrition and dental practices
- t. Family Service Specialist will ensure:
  - i. Family Services is providing assistance to the families to meet their individual needs
  - ii. Documentation is in the child's file; including each family of the WIC program and ensuring services are being provided and followed-up.

**Safety:**

Food safety and nutrition will be deferred to kitchen nutrition policy and procedure.

**CLASSROOM NUTRITION ACTIVITIES**

Performance Standard: 1302.31 (1) (2) (e)

**Policy:**

Classroom Nutrition Activities will be offered in conjunction with curriculum on a weekly basis. A Food Experience will be offered in conjunction with the curriculum on a monthly basis.

**Procedure:**

1. Lead Teacher will review the curriculum and pick a nutrition activity two per month that coincides with the educational concepts for the month.
2. Education Specialist will pick a nutrition food experience for the classrooms that will be done on a monthly basis.
3. Lead Teacher will document in Lesson Plan of the Food- Related Activity
4. Food experiences will be implemented in the classroom curriculum (Refer to Education Policy and Procedure).

**FIELD TRIP POLICY**

CACFP: 4153

**Policy:**

When a classroom field trip is scheduled, the Lead Teacher must make plans for the children to eat sack lunches. All field trips lunches must have approval from the Nutrition Manager.

**Procedure:**

1. Field trip is tentatively scheduled.
2. Campus Director completes a field trip request form
3. Campus Director sends completed form to Education Specialist for Approval
4. Education Specialist Approves Field Trip and sends to Nutrition Manager for Approval

5. Nutrition Managers reviews to make sure we are in compliance with USDA Regulation.
6. Nutrition Manger returns to Education Specialist for final approval.
7. Cook will prepare lunches for all children the morning of the field trip and pack in an ice cooler.

## **BIRTHDAY PARTY POLICY**

### **Policy:**

All birthdays will be observed one day a month.

### **Procedure:**

1. The Campus Director will designate one day a month that all birthdays in the campus will be observed that does not fall on a child's birthday.
2. The Campus Director will inform the Cook if there are any children having a birthday each month.
3. The Cook will cook a cake or cupcakes for all the campus children in honor of the birthday children.
4. Campus Directors on ISD Campuses will purchase small cupcakes using their petty cash or at a local store that we have a charge account with.

## **FOOD EXPERIENCES**

### **Policy:**

Food served to the children must be nutritious and provide variety, in adequate amounts to ensure growth and development. Food experiences may be conducted in the classroom under the instruction of the teaching staff. All children on Child Care License Campuses must be offered breakfast, lunch, and 1 snack. Foods served will be high in nutrients, low in fat, sugar, and salt. Children will be encouraged but not forced to eat. Children with special diets must have foods provided to meet their needs. All staff, children and volunteers must follow good hand washing practices. Staff and volunteers must promote effective dental hygiene in conjunction with meals.

### **Procedure:**

1. Registered Dietician consultant will review and approve menus for each school year.
2. Children on Child Care Licensed Campuses will be served breakfast, lunch and PM snack each day.
3. The children on Independent School Districts will receive their requirements at breakfast and lunch.
4. Campus staff provides Family Style meal environment providing encouragement, but not forced, to eat or taste food.
5. Physician statement will be obtained for special dietary needs.
6. Consulting Dietician will review and approve special menus as needed.

7. All staff will follow proper hand washing techniques (Refer to hand washing procedure).
8. Teaching staff will ensure proper tooth brushing in conjunction with a meals (Refer to Oral Hygiene Procedure).

## MEAL TIME

Performance Standard: 1302.44 1302.31 (2) 1302.90 (c) 1 (d)

Policy:

Children learn appropriate eating patterns and meal time behavior. Meal time provides a range of opportunities that support the development and socialization of children.

Procedure:

1. Meals are served family style with the children as helpers setting the table. They are responsible for cleaning up spills, scraping their plates, putting their trash in the garbage can.
2. Children are encouraged to taste all foods but not forced to eat anything. Teacher's model appropriate family style behaviors, including tasting all foods. Teacher's plate has to look like students; they receive the full balanced meal.
3. No other food will be allowed in the classroom unless it is for a cooking or nutrition activity.
4. Food is not used as reward or punishment.
5. If dessert type foods (fruit) are served, they may be eaten at any time during the meal.
6. Conversation is encouraged during mealtime.
7. Trays will be used later in the year for transitioning students.

## CANDY POLICY

The subsequent outline should be followed regarding candy/sweets:

1. The parent committee must vote on whether or not candy may be given to the children on special occasions and holidays. *(This must be voted on and documented prior to any candy being distributed).*
2. If the parent committee votes **unanimously** that the children may receive candy, the following stipulations must be followed. *(If even one parent votes "no candy" the entire campus will be prohibited from distributing candy).*
  - i. Candy must be donated by the parent committee. *(Head Start will not purchase candy at any time for any reason).*



- ii. Candy may **not** be consumed on the premises of the Head Start Campus at any time. *(Not even on special occasions, holidays or field trips)*
- iii. Candy may not be consumed on the Head Start Bus. *(Not even on special occasions, holidays or field trips)*
- iv. Head Start Children who attend field trips to the Nursing Home where candy is provided may consume a reasonable amount of candy provided the parent committee has approved it.
- v. If candy/sweets are consumed at any time for any reason, the children must immediately brush their teeth.
- vi. Classroom Nutrition Activities that include candy/sweets in the lesson plan will be substituted with more nutritious items to complete the activity. *(Example: If the activity calls for M&M's or Skittles to be used for "eyes" use raisins or grapes instead of the suggested candy. BE CREATIVE. Example: If a Cookie is listed in the ingredients, it might be replaced with a round Ritz cracker or a sugar free cookie.)* Please document any substitutions in the comment column of the Monthly Lesson Plan for Child Nutrition Activity form.

## TOOTHBRUSHING

Performance Standard: 1302.43

### Policy:

Community Services Teaching Staff will promote effective dental hygiene in conjunction with at least one meal a day. Toothbrushes will be replaced every three (3) months or when indicated. Ordering tooth brushing supplies will be provided by the Health Component Team.

### Procedure:

1. Children are required to brush their teeth after one meal a day.
2. Child should be instructed to wash hands and instructed to brush his/her own teeth. Staff will provide assistance and instruction when needed while using Health precautions.
3. Each child will be given a plastic cup with which the teacher will dispense a pea size of ADA approved toothpaste on the bottom of the cup.
4. Each child will utilize his/her toothpaste to manipulate the toothpaste on the individual toothbrush.
5. Afterwards the child will rinse his/her mouth with water using the plastic cup.
6. The cup must be discarded after use.

7. No more than two children at a time should be at the sink brushing his/her teeth.
8. The other children can participate in other activities while waiting.
9. Toothbrushes are air dried and stored in the sanitizer unit.
10. The teacher should print child's name on their toothbrush.

## **FOOD ALLERGIES AND DIETARY RESTRICTICION POLICY**

CACFP: 4112.4 / 4112.5

Performance Standard: 1302.42 (b) (4)

Minimum Standard: 746.605

Policy:

A doctor' statement is needed for any child who has a medical condition or is prohibited from the intake of certain foods, including milk. This statement must be in the child's file, before the child can start school on a licensed campus.

Procedure:

### **Doctor's Statement Received:**

1. The Family Service Worker will obtain the diet history to determine allergies or special diet.
2. The Family Service Worker will request a doctor's statement from the parent.
3. The Family Service Worker will explain to the parent that substitutions will not be made until doctor's statement is received.
4. The Family Service Worker will explain to the parent that the doctor must document substitution on the statement.
5. Receive statement.
6. The Family Service Worker will document the necessary changes in the child's file; notify the Campus Director, the teacher, the cooks, the Nutrition Manager, and the Health Specialist of the child's restrictions and substitutions.
7. The child's dietary restrictions will be posted in each classroom, the Campus Director's office, and the kitchen.
8. A milk allergy will be changed by the Nutrition Manager.
9. The licensed dietician will make the necessary changes to the meals to coincide with USDA Regulations only if it changes the menu.
10. Meals may be claimed.

### **Procedure for Personal or Religious Reasons:**

1. Ask parent to submit a doctor's, pastor, or parent statement

2. Give parent a copy of Head Start Menus
3. Explain to parent those substitutions will be made
4. The licensed dietician will create a new well balanced menu.
5. Eliminate the food from the child's diet.
6. Meals are claimed.

## **MENU PLANNING PROCEDURE**

Performance Standard: 1302.91 (8) (iii)

Policy:

Parents and appropriate community agencies are involved in evaluating the agencies' nutritional services.

Procedure:

The Nutrition Manager Cooks and licensed Dietician will review menus annually.

1. The Campus Cooks, Nutrition Manager and information from parent surveys are used to create, review, and revise menus.
2. Licensed Dietitian will approve menus.
3. The menu must meet USDA regulations
4. Menus will be submitted to the Policy Council for approval.
5. Menus will be submitted to the Board Members for approval.
6. Menu will be posted in the Classroom on the Campus.
7. Each Parent has an opportunity to receive a menu.

## **CHILD NUTRITION ASSESSMENT**

Policy:

The Family Service Worker maintains the Nutritional Assessment Form. This record contains documentation on diet history. The Family Service Worker must update this information yearly.

Procedure:

1. The Family Service Worker assists the parent during orientation.
2. Through orientation with the parent, assess how often the child consumes foods in each category.
3. The staff member completing the form signs the form along with the parent. By signing the form, the person is verifying that the information is accurate to the best of their knowledge.

## **ANEMIA TESTING**

Performance Standard 1302.42(b)

Diminished oxygen-carrying capacity of the blood: a decrease in hemoglobin in the blood (Mosby, 1994)

1. **Upon enrollment a copy of the physical is required if the child does not have a physical the parent is to be informed prior to the appointment that a lab is needed at the time of the appointment.**
2. All children enrolled must have results for Hemoglobin and/or Hematocrit within 90 days of entering the classroom. These results must be on or after their 18 month date of birth. (This is required by THStep Periodicity Schedule)
3. If the child is on the WIC Program these results may be obtained from there. As with all other health information, it is the parent's responsibility to provide Family Services with this information.
4. Any child that does not have this lab within the timeline will have hemoglobin and/or Hematocrit screenings within forty-five (45) days of entry into the campus. The child is to be referred to their physician for completion of the lab. It is the goal to detect those children who have low hemoglobin levels and who should be further evaluated by the Nutritionist or child's physician.

Due to wide range of conditions (dietary geographical, etc.) which affects normal values, it is recommended that each laboratory establish its own normal range.

## **GROWTH ASSESSMENT**

Performance Standard 1302.42 (b)

Policy:

Children will be weighed and their heights will be measured upon the first 45 days the program year. The results will be graphed on the appropriate growth chart. The Family Service Worker is responsible for recording this information in Child Plus and printing out the growth charts and sending a copy and the BMI parent letter home for the parents. The Family Service Worker is responsible for filing the growth chart and the BMI parent letter in the nutrition section of the child's file. It is the Family Service Workers responsibility to inform the Nutrition Manager if a child's health section is missing a growth chart.

- a. Weight/Height ratio-over 95<sup>th</sup>% percentile weight and ratio inappropriate (e.g. 50<sup>th</sup>% percentile height and 98<sup>th</sup>%percentile weight)
- b. Growth percentile – significant drop in % percentile
- c. Unexplained weight loss
- d. Children using a mobility device, such as a wheelchair, are difficult to measure properly. They will need assistance to get on and off the scales.

- e. Check scales for accurate balance
- f. Have the child remove shoes, coats, extra sweater, and heavy pocket items.
- g. Have the child place a paper towel on the scale or height platform before assessing and remove it afterward if they are not wearing socks.
- h. Record weight to the nearest pound  $\frac{1}{4}$  pound; height to the nearest  $\frac{1}{8}$  inch.

## **OVERWEIGHT / UNDERWEIGHT/ SHORT STATURE**

### Policy

If, it is determined to be overweight, underweight or short in stature he/she will be referred as follows:

- a. The child is “medically sound,” (based on the history, family assessment, and physical exam), refer to the Nutrition Manager for family counseling and education.
- b. If the child is determined to have a health problem, a referral will be sent to the Health Manager and the child referred to their PCP for evaluation.

### Referral Procedure:

1. All children identified by the Family Service Worker or other staff member as being overweight or underweight will be referred to Nutrition Manager for the evaluation.
2. Any children identified as being 2 standard deviation (SD) (200%) above the 95% percentile or below the 5% percentile (20%) should be referred to the Nutrition Manager.
3. Short stature will also adhere to the 2 (SD) percentile chart and referred to the Nutrition Manager.
4. If the child is determined to have a health problem a referral will be made to the Health Manager and the child’s PCP.

## **NUTRITION NEWSLETTER**

The Nutrition Manager will provide each campus with a monthly Nutrition Newsletter. The Family Service Worker will distribute the nutrition newsletter to each child’s family every month. The newsletter will be available in both English and Spanish if needed. This is documented in Child Plus.

## **CLEANING AND SANITIZING POLICY**

Performance Standard: 1302.47 (b) (1), (6) (iii)

Policy:

Staff will ensure the appropriate cleaning and sanitizing of all food service areas to prevent growth of bacteria in all areas following recognized guidelines, including those from USDA, for food safety and sanitation.

Procedure:

1. **Clean.**
2. Hand and surfaces often with hot soapy water. Hands are to be washed in the hand sink, not the food prep sink.
3. Wash, rinse and sanitize cutting boards, dishes, utensils, and countertops after each use.
4. Rinse all fresh fruit and vegetables before serving them.
5. Clean kitchen surfaces with sanitizing solution and paper towels.
6. Carts should be cleaned and sanitized after each time used.
7. Washing dishes buy had you must use the three compartment sink and follow the proper procedures and use sanitation tablets.
8. Washing dishes in a mechanical dishwasher, the water should reach 1658F.
9. Air dry all kitchen equipment.
10. Floors must be swept and mopped at the end of each work day.

## **FOOD SAFETY AND QUALITY**

Policy:

Cook will ensure that foods are served at proper temperatures and are of acceptable quality following but not limited to the CACFP guidelines, for food safety and sanitation.

Procedure:

1. Designated staff serving meals is responsible for assuring that food is served at proper temperatures and is acceptable quality
  - a. If a food item is not acceptable it should be returned to the Cook, in charge, for replacement, without any disruption of mealtime
  - b. Food must never sit, for an extended period of time
  - c. Cold food must be served cold and hot food served hot
  - d. Food must never be returned to a refrigerator after being served (i.e. milk and leftovers)
  - e. All persons who are involved with meals must wash their hands thoroughly and wear gloves before the start of the meal.
  - f. Always use serving utensils and handles. Use serving gloves while handling food. Designated staff serving food is responsible for monitoring of all food served.
  - g. Volunteers must be instructed in safe food handling techniques, using the Food Safety and Sanitation Checklist (refer to volunteer role in Meal Service Policy prior to participation in meal service)
2. Carts are to be readied and given out by the kitchen staff at designated times.

3. If additional food or supplies are needed, kitchen staff will provide the items without unauthorized personnel entering the kitchen area.
4. Kitchen door leading to the outside must be kept closed at all times.

## **FIRST IN / FIRST OUT**

Policy:

Staff will ensure that food is rotated in to maintain freshness of food used. First in / first out method of food storage must be used. New stock items are stored in a manner to allow item already on the shelves to be used first.

## **FOOD TEMPERATURE**

Policy:

Staff will ensure that foods are held and served at the proper temperatures, to ensure food safety.

Procedure:

1. Cooks will test the temperature of food to be served and record on the menu sheet
2. Temperatures are as follows:
  - a. All potentially hazardous food shall be kept at 45 degrees F, until which time it is being prepared, cooked or cooled.
  - b. Frozen foods shall be kept at such temperature as to remain in the frozen state

All raw animal products such as eggs, fish, lamb, and beef and foods containing these raw ingredients, shall be cooked to heat all parts of the food to 145 degrees F or above

- c. Exceptions to the above rule(c):
    - i. Stuffing, poultry, stuffed meats and stuffed poultry shall be heated throughout to a minimum temperature of 165 degrees F, with no interruptions of the initial cooking process.
    - ii. Pork and pork products shall be therefore cooked to heat all parts of the meat to at least 165 degrees F.
3. Food temperatures must be maintained at: (including meal service)
  - a. Cold foods: milk, juice, canned fruit, salads:  
Maximum temperature: 45 degrees F
  - b. Hot Foods: Minimum temperature: 145 degrees F

## **USE OF DISPOSABLE DISHWARE**

Policy:

Staff will limit the use of disposable dishware.

Procedure:

1. Disposable dishware will be used in the following instances only:
  - a. If a cook is absent, and no substitute is available
  - b. For PM snack in those Campuses where no kitchen personnel is available at the time of the snack.
  - c. Field trips

Each kitchen should have a limited supply of disposable dishware on hand for use as noted above, and stored until needed.

## **NUTRITION PERSONAL APPEARANCE AND EMPLOYEE CLEANLINESS**

Policy: Personal hygiene guidelines will be followed by all staff who enter the kitchen. Staff working with food will follow specific guidelines for appearance and hygiene. Personal appearance is an essential part of maintaining professional standards, cleanliness and sanitation.

1. Hairnets must be worn by all staff / volunteers who work in the kitchen.
2. Wash hands frequently and thoroughly with hot soapy water. At minimum hands are to be washed after using the bathroom, before and after handling the food, after breaks, taking out the trash and sneezing or touching hair and face.
3. Use disposable gloves when handling food. Washing hands in between changing gloves.
4. Staff who are ill or have an infected cut or a skin infection that could come into contact with food, shall not be permitted to work with food. All superficial cuts shall be covered with a bandage and disposable gloves.
5. Outer clothing will be kept clean.
6. Shoes should be clean and in good repair to comply with sanitation and professional standards
7. Jewelry is not allowed, with the exception of only wedding bands.
8. Each employee is expected to maintain high standards of personal hygiene
9. Fingernails must be kept trimmed, clean and neat, the use of sculptured nails and tips are prohibited along with nail polish.

## **ATTENDANCE AND MEAL COUNT**

Policy:

Attendance is taken daily in Child Plus data system.

Meal Counts must be taken to the point of meal service. The point of service is when you have observed that a child has received a creditable meal or supplement. Teachers should eat with children to serve as role models.

Teachers are required to eat one meal with the children that are set with the



Nutrition Manager. Cooks are required to review meal counts at 9:30 a.m., 12:30 p.m., and 3:00 p.m.

**Attendance Procedure:**

1. The teacher will use Child Plus to record attendance will be taken as the child enters the room each morning. The attendance will be taken again each time a meal is served. (Breakfast, Lunch, and PM Snack)
2. At the end of the day, the teacher will review Child Plus to ensure accuracy.
3. The Lead teacher will print Form 2310 from Child Plus, sign, and date on the last day of each week by 3:00 p.m.
4. The Lead Teacher will submit Form 2310 to the Campus Director on the last day of each week before leaving the campus
5. The Campus Director will review Form 2310 to ensure that all information is complete and initial above the Signature of the Lead Teacher and date.
6. The Campus Director will submit Forms 2310 for all classrooms to the Nutrition Manager weekly.

**Breakfast procedure:**

1. Child arrives and is offered to eat breakfast
2. Child washed his or her hands
3. Child sits down to his/her breakfast
4. Meal count is taken
5. Child finishes breakfast
6. Breakfast ends at 8:30; however, if a child arrives after 8:30, Supplemental Breakfast must be offered to that child. No child will be denied breakfast.

**Lunch Procedure:**

1. Children and adults washes hands
2. Children set the table with assistance while the Teaching staff serve the meal
3. Children sit down at the table
4. Lunch begins, Meal count is taken
5. Adults begin to eat with children
6. Child completes lunch
7. Child scrapes plate and clean up after his/herself
8. Cook documents accurate meal count on Claim for Reimbursement.

**Snack Procedure, when applicable:**

1. Child washes hands
2. Snack begins
3. Meal Count taken

## **DAILY MEAL PRODUCTION RECORD**

Policy:

All food items and the quantity used to create the designated meal from the menu will be documented on the Daily Meal Production Record (Form 1530)

Procedure:

1. Cook will document the amount of all food used for each meal on form 1530 on a daily basis
2. The Cook will complete Form 1530 on the last day of the month. The Cook will download all the monthly forms onto a flash drive and give it to the Campus Director by the 2<sup>nd</sup> of every month..
3. The Campus Director will review, and then submit by email the monthly reports to the Nutrition Manager by the 2<sup>nd</sup> of every month.

## **CLAIM FOR REIMBURSEMENT WORKSHEET**

Policy:

The Cook will record the number of each meal type daily on page 1 of form 4502. The Cook will record all food and nonfood purchases from each vendor as they occur on page 2 of form 4502.

Procedure:

1. The Cook will log the number of each meal type served on form 4502 on a daily basis.
2. The Cook will record each purchase of food or nonfood products delivered or purchased for the nutrition component area for that campus.
3. The Cook will complete the form 4502 and submit it to the Campus Director on the last day of the month. The Cook will download all the monthly forms onto a flash drive and give it to the Campus Director by the 2<sup>nd</sup> of every month..
4. The Campus Director will review, and then submit by email the monthly reports to the Nutrition Manager by the 2<sup>nd</sup> of every month.
5. The Nutrition Manager will compare the form 1535 completed by the Lead Teacher and the form 4502 completed by the Cook as a checks and balance system to ensure that all attendance numbers and meal count numbers match are correct.

## **TEMPERATURE LOG**

Policy:

The Cook will ensure proper refrigeration by logging the temperature of every refrigerator and freezer and for the dry storage twice a day.

Procedure:

1. The Cook will log the temperature of each refrigerator, freezer and dry storage on the temperature logs form every morning upon arriving at the campus and every afternoon before leaving the campus.

2. The Temperature Log will be submitted to the Campus Director on the last day of the month.
3. The Campus Director will submit the temperature log to the Nutrition Manager by email on the 2<sup>nd</sup> of the following month.

## **MONTHLY KITCHEN INVENTORY**

### **Policy:**

The Cook will maintain an inventory log of all Nutrition Component area merchandise, including both food and nonfood products.

### **Procedure:**

1. The Cook will list all food and nonfood items from the previous month at the first of every month in the appropriate column.
2. The Cook will list all of the food and nonfood items purchased and what was used during the month in the appropriate columns of the inventory form.
3. The Cook will list the amount on hand of each food and nonfood item at the end of the month.
4. The Cook will list the estimated value of the product left at the end of each month.
5. The Monthly Kitchen Inventory will be submitted to the Campus Director on the last day of the month.
6. The Campus Director will review the inventory and submit it to the Nutrition Manager by email by the 2<sup>nd</sup> of the following month.

## **NUTRITION COMPONENT FOOD / NONFOOD INVOICES**

### **Policy:**

All receipts pertaining to the Nutrition Component will be tracked for budgeting purposes.

### **Procedure:**

All Nutrition food receipts, which include bread, milk, produce, canned and frozen goods, will be maintained by the cook. The cook will maintain a copy of all kitchen supply receipts. All original receipts are turned into the Campus Director. The Campus Director, or designated staff, will submit receipts to the Nutrition Manger every Friday.

1. Milk, Food and non food supplies are delivered or purchased on the designated day.

2. The cook will review invoice, check for food spoilage, and/or damaged goods. (All spoiled and/or dented cans will be returned at this time for a credit)
3. The Cook will sign receipts
4. The Cook will submit receipts to Campus Director
5. The Campus Director or designated staff will copy all receipts.
6. The Campus Director will submit original receipts to the Nutrition Manager.

## **TRAINING**

1. All Cooks complete and pass the Food Protection and Management course that is offered at the Texarkana College. (This 15 hour Texas Department of Health certification course under Texas Health & Safety Code Chapter 438 is designed for persons employed in establishments that prepare and serve food. Topics include food storage, sanitary food preparation, employee sanitation, pest control, accident prevention, sanitation regulations and standards. This certification is valid for a 5 year period.)
2. Cooks receive annual training hours based on professional development planning. Topics vary based on the needs of the staff, Head Start Program, TDA, and State and Federal rules and regulations.

## **CACFP CONTRACT**

1. Nutrition Manager meets with cooks to develop draft menu for upcoming school year in spring.
2. Nutrition Manager completes bid process before leaving on summer break.
3. Nutrition Manager submits draft menu to Policy Council and Governing Board for approval before leaving for summer break.
4. Nutrition Manager has CACFP Contract Continuation placed on the Policy Council and Governing Board Agendas for approval before leaving for summer break. (A form is signed by the PC and GB chairperson after approval and minutes from the GB are submitted with the new Contract Application.)
5. Nutrition Manager submits draft menu to contracted Dietician for approval before submitting with contract application to Texas Department of Agriculture. (Approved menu will be submitted as part of the new Contract Application.)
6. Nutrition Manager begins the electronic application process around the first of August. (CACFP Budget and personnel information must be uploaded into the system. All applicable licensing documents must be submitted with the application.)

7. CACFP Contract process is completed and approved before the new contract year begins the first day of October.
8. CACFP budget is monitored and tracked at least monthly by Nutrition Manager, Head Start Director, and the Finance Director.