

**HIGHLAND RIM ECONOMIC CORPORATION,
HEAD START PROGRAM
WRITTEN PLAN
PROGRAM YEAR 2009-2010
NUTRITION**

OBJECTIVE #1: To provide food which will help meet the child's daily nutritional needs in the child's home or in another clean and pleasant environment. Recognize individual differences and cultural patterns, and thereby promote sound physical, social, and emotional growth and development.

JUSTIFICATION AND APPROACH

Following Performance Standards 1304.23 (a)(1-4) (b) (c)(6)

Nutritional data is obtained from the parent for each Head Start child. This information includes: family eating habits, food likes and dislikes, self-help skills, dietary needs of children with disabilities/special needs, and medical and religious restrictions. The Nutrition History form may be obtained in a variety of ways - home visits conducted by teaching staff, interview at the time of the physical examination, and through parent conference at the center or time of enrollment. The child's nutritional needs will be discussed with the parents as a part of this process.

The child's enrollment form provides information concerning the family's involvement with community food and nutrition programs such as WIC and Food Stamps. Head Start staff will encourage and assist parents as needed to sign up for food stamps and WIC services.

Children with special needs such as food allergies, abnormal growth and development patterns, other health and disability problems, or religious restrictions that interfere with diet and/or feeding, will be provided with special diets approved by the child's physician, allergist, or nutritionist.

The Health/Disability Manager will work with the food service and center staff, as well as the parent, to provide special instructions, appropriate substitutions, and any necessary training.

The Health/Disability Manager will inform staff and parents about major community nutritional issues, as identified through the Community Assessment or by the Health Advisory Committee or the local health department.

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TASKS	BEGINNING DATE	COMPLETION DATE	PERSON RESPONSIBLE
Data gathered from the health packet/physical, including form 6, at the time of enrollment will be charted and reviewed, with assistance from the Nutrition Consultant.	July	June	Health/Disability Manager Nutrition Consultant FSW
Parent interviews will address family eating habits, food allergies, cultural-ethnic preferences, and specific conditions which may be affected by foods.	July	June	FSW Health/Disability Manager Education Staff FSW
Major community nutrition problems will be identified and recommendations made by the Health Advisory Committee.	Oct., Feb., April	April	Health/Disability Manager
The nutrition assessment data (height / weight and hemoglobin/hematocrit if available) will be obtained for each child.	July	February (ht/wt completed at enrollment & in February)	Education Staff Health/Disability Manager Health Care Provider FSW

TASKS	BEGINNING DATE	COMPLETION DATE	PERSON RESPONSIBLE
Health/Disability Manager or Nutrition Consultant will provide necessary referral/follow-up for children identified with medical nutrition problems.	July	June	Health/Disability Manager Nutrition Consultant
Families will be informed of available resources through the Resource Manual, Head Start newsletters, and referrals.	July	June	Education Staff Health/Disability Manager FSW Family Service Manager
Referrals/counseling with families will occur after health screenings are completed, with assistance from the nutritionist.	July	June	Education Staff Health/Disability Manager Family Service Manager FSW
Special dietary needs of children with disabilities will be identified and steps taken to provide for these needs.	July	June	Education Staff Health/Disability Manager Nutrition Consultant Lead Cook
Menu reviews by the Nutrition Consultant will be conducted to check that foods served reflect the ethnic and cultural composition of the children served, as well as for content, quality, and accuracy.	July	June	Lead Cook Nutrition Consultant Health/Disability Manager
Menus will be posted/sent home with each child monthly.	July	June	Lead Cook Education Staff Health Disability Manager

TASKS	BEGINNING DATE	COMPLETION DATE	PERSON RESPONSIBLE
Children will be served a nutritious breakfast, lunch, and afternoon snack each day of program operations.	July	June	Lead Cook Nutrition Staff Education Staff
Classroom observations by the Nutrition Consultant will provide direction in overseeing the dietary needs of children enrolled in the program.	July	June	Nutrition Consultant
Record checks by the Nutrition Consultant will provide direction in overseeing the special dietary needs of children in the program.	July	June	Nutrition Consultant
Parents will be included in the nutrition services planning, implementation and evaluation through participation in the Health Advisory Committee.	Oct., Feb., April	Oct., Feb., April	Health/Disability Manager

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OBJECTIVE #2: To provide an environment for nutritional services which will support and promote the use of the feeding situation as an opportunity for learning.

Following Performance Standards # 1304.23 (b)(ii)(v)(vi)(c)(1-4)(7)

JUSTIFICATION AND APPROACH

Meals and snacks provided by the program will be nutritious and low in salt, sugar, and fat. Each child in a full-day program must receive meals and snacks that provide ½ to 2/3 of the child's daily nutritional needs. Foods served should be appetizing to young children, should include fresh fruits and vegetables (in season), and should provide variety in order to widen children's experiences and to incorporate cultural awareness/appreciation into the food services program.

Meals and snacks are prepared on site in Dickson, Houston, Humphreys and Stewart Counties.

Family-style dining will be practiced to involve the children as much as possible during mealtime. Children will serve themselves whenever possible and will be encouraged, but not required, to taste all food provided.

Mealtime will be a relaxed, social atmosphere with children, staff, and volunteers sharing the same menu. Children will wash hands before eating and will be provided with a quiet activity prior to lunch so that they will be relaxed. Children will also assist in setting the tables, putting their dishes away, and clearing off and wiping the table. The meals and snacks will be spaced two hours between the end of one meal service and the beginning of another so that children will be hungry and ready to eat. Chairs, tables, and eating utensils should be suitable for the size and developmental level of the children, with special consideration given to meeting the needs of children with disabilities. Food will not be used as reward or punishment.

The quantity and size of food portions provided will meet Head Start and USDA requirements for children three to five years of age; however, the size and number of servings should reflect consideration for the needs of the individual child.

The following meal patterns show food components and minimum required portion sizes by age.

BREAKFAST Ages 3-5

Milk (must be fluid milk)	¾ cup
Juice or Fruit or Vegetable	½ cup
Grains/Breads	
<i>A serving is a bread or bread alternate and/or cereal</i>	
Bread, enriched or whole grain	½ slice
Cereal, enriched or whole grain	
Cold dry cereal (1)	1/3 cup
Hot cooked cereal	¼ cup

LUNCH Ages 3-5

Milk (must be fluid milk)	¾ cup
Meat or Meat Alternate	
Meat, poultry, or fish	
(cooked, lean meat without bone)	1 ½ oz
Cheese	1 ½ oz
Egg	1
Cooked dry beans & peas	3/8 cup
Peanut butter or other nut or seed butters	3 Tbsp
Nuts and/or seeds (2)	¾ oz
Yogurt, plain or sweetened (3)	6 oz
Vegetable and/or Fruit	
Serve two different vegetables and/or fruits to equal	½ cup
Grains/Breads	
Serve a bread or bread alternate to equal	½ slice

SUPPLEMENT (SNACK) Ages 3-5

Select 2 of the 4 components shown. If you select milk as one of the components, you may **not** serve fruit juice as the other.

Milk (must be fluid milk)	½ cup
Meat or Meat Alternate	
Meat, poultry, or fish,	
(cooked, lean meat without bone)	½ oz
Cheese	½ oz
Egg	½
Cooked dry beans or peas	1/8 cup
Peanut butter or other nut or seed butters	1 Tbsp

Nuts and/or seeds (2)	½ oz
Yogurt, plain or sweetened (3)	2 oz
Juice or Fruit or Vegetable	½ cup
Grains/Breads	
Serve a bread or bread alternate to equal	½ slice

- (1) 1/3 cup (volume) or ½ oz (weight), whichever is less
- (2) If you are serving nuts or seeds: This portion can meet only one-half of the total serving of the meat/meat alternate requirement for lunch or supper. Nuts or seeds must be combined with another meat/meat alternate to fulfill the requirement. For determining combinations, 1 oz. Of nuts or seeds = 1 oz of cooked lean meat, poultry, or fish.
- (3) Commercially prepared yogurt is now permitted as a meat/meat alternate. You may serve 4 oz (weight) or ½ cup (volume) of plain, sweetened, or flavored yogurt to fulfill the equivalent of 1 oz of the meat/meat alternate component. For younger children, 2 oz (weight) or ¼ cup (volume) fulfills the equivalent of the meat/meat alternate requirement.

CAUTION: Children under 5 years are at the highest risk of choking.

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TASKS	BEGINNING DATE	COMPLETION DATE	PERSON RESPONSIBLE
The Nutrition Consultant will review nutrition activities for children, with assistance from teaching staff and parents.	July	June	Health/Disability Manager Nutrition Consultant
Provide learning experiences for children through participation in mealtime activities - setting table, preparing food, cleaning up, serving food, etc.	July	June	Education Staff Health/Disability Manager Education Manager
Teaching staff will provide a good/clean physical environment cheerfully decorated to help make mealtime a pleasant experience.	July	June	Education Staff Health/Disability Manager Education Manager
Teaching staff will plan multi-cultural activities such as gardening, field trips, tasting parties, etc, and this will be reflected in the lesson plans.	July	June	Education Staff Education Manager Lead Cook Health/Disability Manager
Teaching staff be trained on and will implement "Color Me Healthy" nutrition curriculum as is reflected in the lesson plans.	July	June	Education Staff Health/Disability Manager UT Extension Service Staff

TASKS	BEGINNING DATE	COMPLETION DATE	PERSON RESPONSIBLE
A nutrition newsletter will be sent to parents to inform them of sound nutrition, offer nutritious recipes, and provide nutritious activities for home/center use.	July	June	Lead Cook Health/Disability Manager
CACFP Meal Pattern and guideline will be followed for daily nutritional needs of children ages 3-5.	July	June	Health/Disability Manager Lead Cook Nutrition Staff Education Staff

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OBJECTIVE #3: To help staff, child and family to understand the relationship of nutrition to health, factors which influence food practices, variety of ways to provide for nutritional needs and to apply this knowledge in the development of sound food habits even after leaving the Head Start program.

Following Performance Standards 1304.23(b)(4)(d)

JUSTIFICATION AND APPROACH

Training in the nutrition component will be provided throughout the program year. Staff will be instructed about the food service schedule, Head Start policies, and USDA guidelines and documentation requirements. Training will be provided for teaching staff on the principles of nutrition and their application to child development and family health, and ways to create a good physical, social, and emotional environment which supports and promotes development of sound food habits and their role in helping the child and family to achieve adequate nutrition.

Teaching staff will be given instructions by the Education Manager and/or Health/Disability Manager about how to include and document nutrition education and activities in the classroom and during home visits. Nutrition experiences will be determined and recipes provided as a cooperative effort by Health and Education Managers.

Nutrition training for parents will be provided during Parent Orientation and/or parent meetings. Parents will be provided with information about the Head Start food service program and policies they must follow as volunteers. Menus will be posted in the centers and sent home to parents weekly so they will be aware of foods provided by Head Start and can give feedback for additions or changes. Education about the selection and preparation of foods to meet family needs, guidance in home and money management, and help in consumer education will also be provided.

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TASKS	BEGINNING DATE	COMPLETION DATE	PERSONS RESPONSIBLE
Training will be provided to all staff in Child and Adult Care Food Program (CACFP) requirements.	July	May	Health/Disability Manager Lead Cook
The annual CACFP meeting in Nashville will be attended by Head Start nutrition staff	May	July	Health/Disability Manager Lead Cook
Nutrition workshops for parents will focus on menu planning, fats and sugars, healthy snacks and changing food habits which will be provided by Extension agents, nutritionist or qualified facilitator.	July	May	Health/Disability Manager Family Service Manager Nutrition Consultant UT Extension Service Staff
Workshops focusing on money management for parents and staff will be offered. These workshops will be provided by UT Extension agents, Nutrition Consultant or other qualified facilitator.	July	May	Health/Disability Manager/ Family Service Manager Nutrition Consultant UT Extension Service Staff
The Health/Disability Manager and/or Nutrition Consultant will contribute information for newsletters which will be distributed to parents.	July	May	Health/Disability Manager Lead Cook

TASKS	BEGINNING DATE	COMPLETION DATE	PERSON RESPONSIBLE
Parents will be given opportunities to participate in the classroom by sharing meals with children, nutrition activities, field trips, etc. which will be reflected in the lesson plans.	July	May	Education Staff Health/Disability Manager
Multi-cultural meals/snacks are included on the Lesson Plan. Parents will assist in planning and preparing special cultural celebrations in the classroom which will be reflected in the lesson plans.	July	May	Education Staff Health/Disability Manager Lead Cook

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OBJECTIVE #4: To involve all staff, parents and other community agencies as appropriate in meeting the child's nutritional needs so that nutritional care provided by Head Start complements and supplements that of the home and community.

JUSTIFICATION AND APPROACH

Following Performance Standard # 1304.23(e)

The Policy Council and Health Advisory Committee should be utilized in addressing major nutritional issues and problems, and their recommendations incorporated in planning for changes in the Nutrition operating plan.

In order to improve community awareness and involvement in the nutritional needs of Head Start children and families, information will be provided to agencies serving the low-income population that will support and document the continuation of services and/or the need for additional services.

The Head Start Director, Health/Disability Manager, Lead Cook and the Fiscal staff member will make application annually to USDA (CACFP) for reimbursement for meals served to the children. Other food service costs not reimbursed from USDA will be included in the regular Head Start budget.

The Health/Disability Manager and Director will periodically review documentation covering the nutrition services budget and expenditures for food. Health/Disability Manager will review menus, milk inventory, and numbers and types of meals served daily to assure little waste and accurate records for audit purposes. If a child comes in late or leaves early, the teacher must document.

USDA (CACFP) forms are completed at the time the child's application for Head Start is taken. The forms are kept in the child's comprehensive file. The Health/Disability Manager is responsible for the overall management of the Nutrition operating plan.

Menus are developed by the Lead Cook and reviewed by the Nutrition Consultant. Substitutions will be noted on the master menu and kept on file for audit purposes.

The management team will complete quarterly CACFP observation checklists to identify problems and assist in the development of solutions, to recognize and plan for training needs, and to assist in the supervision of management of the overall food services/nutrition area, and the results discussed with staff for needed follow-up. The Nutrition Consultant will observe

classroom meal activities once a year or more often if necessary. A Nutrition Assessment Checklist will be done monthly by the management team.

The Health/Disability Manager along with the Director will monitor for and assure compliance with local, state, and federal sanitation laws and regulations for food service operations including standards for storage, preparation and service of food, health of food handlers, and for posting evidence of compliance.

The Health/Disability Manager will develop and renew a contract with a registered dietician to serve as Nutrition Consultant. The Nutrition Consultant will review menus, counsel parents of children with nutrition problems, provide nutrition training/education for staff and parents and assist in monitoring the overall food service program.

Documentation for individual children in relation to special diets, parent conferences, referrals, etc., will be completed by the Health/Disability Manager, with assistance from the Nutrition Consultant.

Inspection reports made at each center by State Department of Health Environmentalists as well as Childcare Licensing Counselors should be shared with nutrition staff and any necessary correction planned and taken immediately. Serious problems requiring additional program funds and/or staff should be brought to the attention of the Program Director.

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TASKS	BEGINNING DATE	COMPLETION DATE	PERSON RESPONSIBLE
The Policy Council and Health Advisory Committee will provide input on nutritional issues or problems for amending the Nutrition operating plan.	July	June	Health/Disability Manager
Complete Child and Adult Care Food Program (CACFP) Application.	July	August	Health/Disability Manager Lead Cook
Secure a contractual agreement with a licensed registered dietician to serve as Nutrition Consultant.	June	July	Health/Disability Manager
Review nutrition services and component plan with nutritionist and Health Advisory Committee to establish schedules for the year.	Oct., Feb., & April	May	Health/Disability Manager
CACFP Review Guide will be completed monthly by Central Office Staff.	August December April	April	All Managers
Food service operations are monitored in accordance with CACFP requirements, at least three times each year at the facility.	August	May, October, January and April	Health/Disability Manager Lead Cook

TASKS	BEGINNING DATE	COMPLETION DATE	PERSON RESPONSIBLE
Staff/parent information sharing and input will be done through parent meetings, home visits, newsletters and joint training sessions.	July	June	Education Staff Health/Disability Manager Family Service Manager FSW
Food assistance programs, such as Food Stamps and WIC, will be explained in the Parent Resource Guide; community agency representatives will be invited to attend parent meetings to explain assistance available.	July	June	Education Staff Health/Disability Manager Family Service Manager FSW