 Policy #: N-1	Effective Date:	Page #: 1 of 1
Ref #: 1304.23 (a)(1)-(3)	Policy Council Approval Date: 8/28/07, 3/25/08, 4/22/08	Revision Date: 4/12/07, 3/4/08, 4/11/08

COMPONENT: NUTRITION

SUBJECT: IDENTIFICATION OF NUTRITIONAL NEEDS

PERFORMANCE OBJECTIVES: Head Start staff and families will work together to identify each child’s nutritional needs. A child’s healthy development is promoted through ongoing communication between staff and families concerning nutrition-related child assessment data, family eating patterns, the child’s feeding schedules and eating preferences, and community nutritional issues.


PROCEDURE:

The child’s health or medical history will be reviewed for important nutrition-related information, including height, weight, and hemoglobin/hematocrit results.

Staff will perform two growth assessments each year: once within 45 days of a child’s enrollment, and again in February. The growth assessments will be charted on a Growth Chart, and may be reviewed by the Nutrition Consultant to assist in identifying over- or under-weight children.

Hematocrit/hemoglobin results will be documented on the appropriate physical exam form and into child plus, but are not required for enrollment. According to the Tennessee EPSDT periodicity schedule, children age 3-5 are not required to have hematocrit/hemoglobin screens unless they are considered to be at risk by their health care provider. The family service worker, after receiving the physical, will review and send the names of the children, whose hemoglobin is less than 11.5, indicating the presence of anemia, to the Health and Disabilities Manager. **The Health and Disabilities Manager will obtain or assist with further diagnostic testing.** Parents should be encouraged to participate in the Supplemental Nutrition Program for Women, Infants, and Children (WIC) to provide additional nutrition assistance.

Information regarding family eating patterns, including cultural preferences, special dietary requirements for each child with nutrition-related health problems, and the feeding requirements for each child with disabilities will be documented using the Child Health Record. The Nutrition Consultant may review the nutrition health history to assist in identifying any nutrition-related needs.

 Policy #: N-2	Effective Date:	Page #: 1 of 1
Ref #: 1304.23 (b)(1)(i)-(vii); 1304.23(c)(1); 1304.23(c)(2)	Policy Council Approval Date: 8/28/07	Revision Date: 4/12/07

COMPONENT: NUTRITION

SUBJECT: NUTRITIONAL SERVICES

PERFORMANCE OBJECTIVES: Nutritional needs and requirements are met by serving a variety of healthy foods.

PROCEDURE: The program will 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. The program will serve a variety of foods which consider cultural and ethnic preferences and which broaden the child's food experiences. The Lead Cook will design nutritious menus to be used in all centers. The Nutrition Consultant will review, revise, and approve the menus to ensure nutrition content, quality and variety.


The program will use funds from the USDA Child and Adult Care Food Program as the primary source of payment for meal services. Additional funds may be used to cover those allowable costs not covered by the USDA.

The program will serve the quantities and kinds of food that conform to recommended serving sizes and minimum standards for meal patterns recommended in the USDA meal pattern.

Foods served must be high in nutrients and low in fat, sugar, and salt.

Meal and snack periods must be appropriately scheduled and adjusted as necessary. Meals and snacks will be scheduled according to 1240-4-3-.12 of the Tennessee Licensure Rules for Child Care Centers Serving Preschool Children.

Food served as part of the meal/supplement pattern will not be used as reward, and food will not be used or withheld as punishment.

 Policy #: N-3	Effective Date:	Page #: 1 of 1
Ref #: 1304.23 (c); 1304.23(c)(4)	Policy Council Approval Date: 8/28/07	Revision Date: 4/12/07

COMPONENT: NUTRITION

SUBJECT: MEAL TIME ACTIVITIES


PERFORMANCE OBJECTIVES: Food-related activities, including meal times, provide opportunities for the development of positive attitudes toward healthy foods; for decision-making, sharing, communicating with others; and for the development of fine motor skills. Children also learn appropriate eating patterns and meal time behavior when they observe adult behavior at family-style meals.

PROCEDURE: Staff will help to ensure that nutritional services contribute to the development and socialization of children by providing meals in a pleasant area that encourages socialization. Child-sized furniture and utensils will be provided, giving special consideration to children with disabilities.

All Head Start children and assigned classroom staff, including volunteers, will eat together family style and share the same menu to the extent possible. Adults may not eat foods that are not on the menu in the presence of the children. Classroom staff requiring special diets due to medical or religious reasons must have a statement from their health care provider stating what food(s) is to be excluded from their diet, and which food(s) may be used as substitutes. Medical statements will be kept in the employee's file at the Head Start Central Office.

According to the Guidance set forth in the Head Start Performance Standards (1304.23(c)(4) "Family style meals are implemented in a variety of ways. For example, children and adults may prepare for the meal by clearing the table and setting places, sharing conversation during the meal, and cleaning up afterwards. In some cases, children and adults serve and pass food among themselves. In the event classroom staff are unable to have their meals at the same time as the children, other designated staff members may eat and converse with the children at meal times. In all cases, children are seated when eating and each child makes his or her own food choices based on individual appetites and preferences."

Classroom staff will provide opportunities for the involvement of children in food-related activities according to lesson plans.

 Policy #: N-4	Effective Date:	Page #: 1 of 3
Ref #: 1304.23 (c)(6)	Policy Council Approval Date: 8/28/07, 3/25/08	Revision Date: 4/12/07, 3/4/08

COMPONENT: NUTRITION

SUBJECT: MEDICALLY-BASED DIETS FOR CHILDREN WITH SPECIAL NEEDS

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

PROCEDURE: CACFP Policies and Procedures state: Allowable Food Substitutions
“Substitutions are allowed in writing by a recognized medical authority. Copies of the orders should be on file at the sponsoring organization office and at the home meal service site. The order should specify the food or foods the participant is not to eat and the food or foods that may be substituted. Recognized medical authorities include, but are not limited to, physicians and registered nurses.”

When changes have to be made due to medical or religious reasons those changes along with substitutions will be noted on the classroom’s menu, and returned to the Lead Cook. Information regarding food allergies and restrictions will be maintained in each kitchen or classroom in a manner that maintains the confidentiality of the child. **A brightly colored sheet of paper will be posted in the kitchen area stating food allergies and/or special diets. Full time staff will ensure substitutes and volunteers are made aware of the allergies within the classrooms and the confidentiality of these students.**

Special eating utensils will be provided for children with disabilities when required for better manipulation.

**Medical Statement for Child with Disability
Requiring Special Diet**

Part I (to be filled out by facility)

Date _____

Name of Child _____

Name of Facility _____

Facility Attended by Child _____

Part II (to be filled out by physician)

Patient's Name _____ Age _____

Diagnosis _____

Describe the patient's disability and the major life activity affected by the disability:

Does the disability restrict the individual's diet? Yes ____ No ____

If yes, list food(s) to be omitted from the diet and food(s) that may be substituted:

(DIET ORDER)

Special Equipment: _____

Physician Signature

Date

**Medical Statement for Child without Disability
Requiring Special Diet**

Part I (to be filled out by facility)

Date _____

Name of Child _____

Name of Facility _____

Facility Attended by Child _____

Part II (to be filled out by physician)

Patient's Name _____ Age _____

Diagnosis _____

Describe the medical or other special dietary needs that restrict the child's diet:


List food(s) to be omitted from the diet and food(s) that may be substituted:

(DIET ORDER)

Special Equipment: _____

Physician Signature

Date

 Policy #: N-5	Effective Date:	Page #: 1 of 1
Ref #:	Policy Council Approval Date: 8/28/07	Revision Date: 4/12/07, 5/29/07

COMPONENT: NUTRITION

SUBJECT: CACFP RECORD-KEEPING

PERFORMANCE OBJECTIVES: To maintain procedures for collecting information required by the Child and Adult Care Food Program (CACFP).

PROCEDURE: Highland Rim Head Start will maintain:

1. Daily attendance records for all children;
2. Menus that meet the following requirements:
 - a. Menus accurately list the food items that are to be served, including substitutions;
 - b. Food items which are identified on purchase receipts are listed on menus;
 - c. The specific date of use is identified; and
 - d. Each menu is posted in a conspicuous place for all parents and guardians to observe.
3. Daily meal counts listing the number of meals by type;
4. A monthly milk inventory which is completed on that last operation day for each month and which lists the amount of milk purchased and not used during the month and available at the close of business on the last day of operation for the month;
5. Documentation of annual training session date(s) and location(s), participants' names, and the topics covered in the session(s) to indicate that required training has been provided for CACFP staff; and
6. Other requirements as listed in the CACFP Policies and Procedures Manual.