

## **FOOD SERVICE POLICY**

### **POLICY:**

All children and families participating in services provided by Umatilla Morrow Head Start will have food prepared in healthy, safe environments. Food will be prepared by agency staff and families who have received training necessary to be knowledgeable in safe food preparation and handling.

### **PROCEDURE:**

- 1 All foods prepared on site for children participating in UMCHS programs will be received, prepared and stored in accordance to OAR Chapter 333 Food Sanitation Rule, as administered by the Oregon Health Service. The USDA Child and Adult Care Food Program is the primary source of reimbursement for meals and UMCHS will abide by all rules and regulations that govern the CACFP.
- 2 Full day sites serve breakfast, lunch and snack meeting  $\frac{1}{2}$  to  $\frac{2}{3}$  of each child's daily nutritional needs. Part day sites provide at least  $\frac{1}{3}$  of each child's nutritional needs with breakfast and lunch or lunch and snack. A meal or a snack is served at group socialization for those children participating in the home based program model. One percent or skim milk is served to children age two and above. Whole milk is served to children who are between one and two years of age.
- 3 Meal times are posted on the classroom schedule at each site. Children at full day sites who arrive early or stay late may be given an additional snack (such as crackers and milk) if they are hungry. This additional snack does not qualify for USDA reimbursement. Children who arrive after their scheduled time will be offered the meal that they missed. This meal will meet USDA/CACFP pattern but may not be exactly the same meal that the other children ate.
- 4 Menus are posted at each site and are sent home to parents at the beginning of each month. Substitutions/changes to the menu are recorded on the menu posted at each site.
- 5 Parents volunteers are welcome to eat with their children at the center. Parents are encouraged to notify center staff at least 24 hours in advance if they plan to join their child at meal time so that the cook can ensure there is enough food for everyone. If parents do not give advance notice, they must wait to serve themselves until after all of the children have been given the opportunity to receive the minimum required portion of each component. Parents must also follow the guidelines in the Meal Time Policy.
- 6 Food service personnel and all center education staff will obtain a Food Handler's Card from the Oregon Health Division within one month of hire. These cards must be kept current and may not lapse. Failure to keep a current card will result in suspension without pay.

- 7 The Nutrition Services Director and USDA Manager will monitor centers to ensure appropriate food safety and sanitation practices for food preparation are being practiced. Food service personnel will ensure appropriate food safety/sanitation practices at centers on a daily basis.
- 8 If a child has special dietary needs that require substitutions to the normal center menu, a Medical Statement for Food Substitutions must be completed and signed by a physician, physician's assistant, nurse practitioner, registered nurse or registered dietitian and submitted to the Nutrition Services Director. Parents will not be forced or required to provide any of the substitute foods for their children. If a parent wishes to provide a substitute food for their child, they may do so with the Nutrition Services Director/Registered Dietitian's approval. The completed Medical Statement for Food Substitutions must be in child's file, in the Health Protocols folder and the Nutrition Services Director must have a copy. The food restriction/substitution must be posted in the kitchen as well.
- 9 When parents/families are included in food preparation at the center, training must be provided on food safety and sanitation needs in food preparation. This training may be provided by food service personnel and must be completed prior to the food preparation activity.
- 10 UMCHS does not promote the presentation of foods with high fat, sugar and/or salt content to children (cookies, chips, cakes, candies, pastries, etc.). If families want to send a treat for a special day, they must comply with all guidelines outlined in Head Start Performance Standards (high in nutrients and lower in sugar, salt and fat) and this Food Service Policy. Some suggestions for what they may send include yogurt, 100% juice bars, animal crackers (not frosted), bananas, oranges, etc.
- 11 When centers include activities where parents and families will bring food, the food must be cooked and/or assembled for presentation at the center following appropriate food safety and sanitation practices. This includes food for bake sales, center days, fund raisers, and any other food related activity.
- 12 Parent input regarding the Nutrition component is welcome at any time and should be directed to the Nutrition Services Director. The Nutrition Services Survey is distributed to all parents in October of each year to solicit input with regard to nutrition training and meal service.