

NUTRITION SERVICE AREA

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2 HEAD START NUTRITION PHILOSOPHY

The mealtime atmosphere should promote the physical, social and emotional development of children. This needs to take place in a quiet, well-lighted and ventilated area. Meal related activities provide opportunities for decision-making, learning to take responsibility, sharing, communicating with others, muscle control and eye hand coordination. Family style food service supports these efforts. When preparing for mealtime, children are encouraged on a rotating basis to set the table with placemats, napkins and plastic ware. Children wash their hands before mealtime and have a quiet time preceding the meals. Children learn to say please and thank you and to pass the food politely. Mealtime is also a time to introduce new foods to the children. The Education Staff will set the example by eating the food that is served. Tooth brushing is done after breakfast (see Health Section)

Head Start Menus are designed to reflect the USDA's Child and Adult Care Food Program (CACFP) dietary guidelines that eliminate excess sugar, salt and fat. A small amount of salt and sugar may be used in cooking, but none is added at the table. Food coloring and food additives are also eliminated from the children's diets as much as possible. The children can receive at least 2/3 of their Recommended Daily Allowance at mealtimes in Head Start.

When volunteering or visiting in the classroom, parents, foster grandparents, or visitors must be instructed not to influence the children with their dislikes and prejudices about food. Children are easily discouraged; therefore, every adult should eat what is served and no negative comments should be made about the food. Outside food must not be brought in and eaten in front of the children except for a medical condition and Dr. note and prior approval from Nutrition Specialist. Eating should be a pleasant time with appropriate conversation and adults setting examples. At least thirty (30) minutes should be allowed for meals. When volunteering during mealtimes, parents and foster grandparents should be seated with the children. Education staff is responsible for encouraging children to take at least the minimum portion size of each meal component and for replenishing serving dishes.

Food should never be used as a punishment or reward. Children are encouraged but not forced to eat. If a child refuses a food, he or she will be offered again at some future time, or can have a "no thank you" portion on their plate. Food coloring or altering the food by adding sprinkles, etc. is prohibited by the staff. Forcing children to eat or using desserts or other food as reward or punishment may create undesirable associations with food or food aversions later in life. "Clean plate" clubs, stars, and other gimmicks to encourage children to eat are not appropriate. Classical, instrumental music has been shown to have a soothing effect which may aid with digestion and may be played during mealtime. Drinking water must be available and offered to the children at all times during the day. Children may not have the appropriate developmental ability to ask for water.

2 NUTRITION CURRICULUM

In order to help children develop sound eating habits and to gain an understanding of the importance of food to good health, nutrition education activities in the classroom are done at least once a month. Each center also has the National Dairy Council's Chef Combo, as well as *Color Me Healthy* kits. The *I Am Moving, I Am Learning* curriculum is used, emphasizing physical activity and movement along with healthy food choices. Centers were also given copies of a supplemental curriculum, Energy Balance PreK.

www.myplate.gov has numerous nutrition ideas and activities. Other nutrition resources are available in the Health/Nutrition Specialist office.

For Nutrition Education activities, all food must be purchased by the Head Start agency with approval by the Center Manager. Parents are welcome to share a recipe; however, the food must be purchased by the agency. The Education Staff has money available for nutrition activities.

Good nutrition is basic to our program and is reflected in any foods used for classroom activities.

Teachers/Assistant Teachers will consider meal periods and snack time as part of the total daily educational program and use this time for conversation on topics such as:

- (A) Table manners
- (B) Ethnic foods and cultural customs, music, and related stories as reflected from the diverse menu.
- (C) Texture and colors of foods
- (D) Using the four senses
- (E) USDA 2015-2020 Dietary Guidelines and MyPlate. (www.Choosemyplate.gov)
- (F) Importance of movement and physical activity

3 CHOKING HAZARDS

Choking Hazards: The American Academy of Pediatrics has identified the following foods to be choking hazards for children under four: Hot dogs, nuts and seeds, chunks of meat or cheese, whole grapes, hard or sticky candy, popcorn, chunks of soy butter, chunks of raw vegetables, chewing gum.

3 MENUS

Menu Cycle: Menus are written by the Nutrition Specialist for the centers that have a food service provider and centers with cooks. The Nutrition Specialist receives the Head Start children's menus from school districts for review and makes any necessary substitutions for foods which may not be appropriate for preschoolers as well as substitutions for children with allergies. Children with special nutritional needs will have a Nutrition Care Plan on file.

Menu Conferences: Menus are reviewed at Cooks' Meetings, held throughout the program year. Menus are presented to Policy Council for approval at each monthly meeting.

Menu Items: All menu items meet the USDA's CACFP requirements. Multi-cultural menus are done as a special day during the cycle.

Posting of Menus: Monthly menus are sent home to parents. Current menus are to be posted in each classroom and in the Head Start kitchens. Substitutions must be noted on the menu, given to the Center Manager, and then forwarded to the Nutrition Specialist at the end of each month. They will remain on file for three (3) years in the Central Office.

Bilingual Menus: Menus are translated into Spanish and are available to all Spanish-speaking

parents and children. Other languages will be translated as needed.

4 FOOD SUBSTITUTIONS

Substitutions can be made for the following:

1. Children's activities (field trips, special occasions, holidays, etc.)
2. Food item listed not available
3. Utilization of prepared or prethawed foods that were not served due to unexpected circumstances such as weather delays/cancellations, etc.
4. For individual children with allergies accompanied by a note from a medical professional, religious considerations, or a nutritional care plan due to a medical diagnosis.

Any substitutions of a specific food component must be replaced with an approved, equivalent food item (component).

For special occasions such as birthdays, ice cream will be served after the meal as additional food, not as a substitute for items on the menu.

4 DELAY DAY MENUS

A light breakfast will be served on delay days that will consist of the the three (3) required components of fruit or fruit juice, grain and milk to meet the CACFP requirements. Lunch will be served as normally-scheduled.

4 FOOD SERVICE COMPANY / SCHOOL DISTRICT FOOD SERVICE PROCEDURES FOR CHANGE IN HS OPERATING HOURS

Center Managers are responsible to notify the appropriate food service company or school district of any changes in the HS school schedule, which will impact delivery of meals, such as snow day closure, delays, early dismissal or any daily change in center hours of operations.

When the entire Agency cancels due to weather, the Director of Operations, will notify the Food Service Company via email.

4 PURCHASING

In centers with Cooks (Edwardsville, Beekman Street, Hazleton & Nanticoke), food is purchased from a food service company. All Purchase Orders must be approved and signed by the Business Manager before placing an order. All receipts for food purchases, and invoices for deliveries are sent to the Business Office. In centers where there are no Cooks to make purchases, the Center Manager, or designated employee, is responsible to make grocery purchases and follow above procedures. The Business Manager or must approve a Purchase Order for any store purchase over \$100 prior to making the purchase. The Lead Cook at each center completes an inventory form and places an order at the end of each week.

The Cooks prepare a weekly market order for perishables, bread, milk, and produce items needed in small quantities, according to the designated time period. After the menus are reviewed the Cooks will call the bread, milk and produce companies to place the orders. Once the produce, bread and milk are delivered, the receipt is attached to the appropriate Market Order Form. Carefully check each item delivered, check off item on customer order guide.

If an item is out of stock and not delivered, be sure items are not marked on the delivery slip. Do not accept damaged goods and return for credit. If an item is listed on the order guide but not delivered, list the item on the Receiving Report and record the following: Date, received by, P.O.#, receipt number, description of item.

5 EQUIPMENT

All large kitchen equipment is purchased by the Director of Operations with approval of the Business Manager and/or the Executive Director.

6 PURCHASES FOR CLASSROOM and NUTRITION EDUCATION ACTIVITIES

A Special Activities Market Order Sheet is filled out by Teachers, Family Workers, Center Managers etc. and given to the Cooks as needed, in time for them to arrange their shopping schedule. Purchasers will then attach separate register tapes to the Market Order sheet. The sheets will be turned into the Business Office as with regular market orders for recording under the proper budget. There is a \$6.00 limit for classroom nutrition purchases per class each month. Any food that is purchased over \$6.00 must have prior approval of the Business Manager before purchasing the foods.

Center Managers may also use a form for classroom activities (food purchases) that is filled out by the teachers and sent to the Center Manager for approval, prior to giving to the Cooks.

Teachers can purchase non-edible grocery items such as noodles for the sand table, rice, shaving cream, or ingredients for playdoh with the \$20.00 allocated for the classrooms. These are not charged at the grocery store. In school districts or centers without Cooks, Center Managers or Teachers are responsible for Nutrition Education materials.

6 FOOD STORAGE

All perishable items will be refrigerated or frozen. Frozen foods are to be wrapped tightly or put in an appropriate sized container and covered securely. Foods are to be labeled and dated as they may be rotated. All dry food items are to be stored at least six inches off the floor. Temperatures of the refrigerators and freezers are taken daily and recorded.

6 RECORDING FOOD TEMPS /LEFTOVER FOOD POLICY

A temperature sheet must be kept for all hot and cold foods daily. All temperature sheets are to be turned in to the Center Managers monthly who will then forward to the Nutrition Specialist.

Cooks will take temperatures in two (2) different locations of the hot item before removing from the oven.

Food will then be delivered to the classroom for service to the children. For food service company providers and outside food delivery, a record of oven removal temperature, delivery temperature and point of service temperatures must be recorded. Centers receiving food directly from the school district cafeteria located in the same building will rely on school district staff to follow food safety procedures.

Hot food temperatures must be kept at 135° F or above in order to prevent bacterial growth. If the hot food temperature falls below 135° F or the cold food temperature rises above 40° F, the bacteria inherent in the food begin to multiply making the food unsafe for consumption. Center Manager or Nutrition Specialist must be notified at this time.

Leftover food items that have not been sent to the classroom, may be refrigerated or frozen. Refrigerated food must be tightly sealed and dated and used within two (2) days from that date. Food handling and preparation must follow all National Restaurant Association ServSafe guidelines.

Staff should encourage the children to eat all food sent to the classroom for meals to avoid any leftovers which must then be discarded.

7 CHILD and ADULT CARE FOOD PROGRAM (CACFP)***

1. All children enrolled in Head Start and Early Head Start are eligible for free meals in the CACFP program. Pre-K Counts children participate in the CACFP, but must fill out a CACFP Child Enrollment form and an application for Free and Reduced Meals.

2. A Master list of all enrolled children must be kept for the CACFP regulations. The Program Assistant prints the Master List monthly prior to completing the CACFP reimbursement to have a total of all children eligible for free, reduced or paid meals. The Executive Director signs the Master List of Participants monthly. For ChildPlus, report #2370 – *Participant CACFP Roster* is used. It is printed for all programs — Head Start, Early Head Start, and PreK Counts. Also, an Attendance Report #2301 – *Average Daily Attendance* – is printed. This is needed to calculate ADA for the month for CACFP reimbursement.

3. Menus are posted in all classrooms and kitchens. Menus must meet CACFP standards.

4. All menu substitutions are written on kitchen menus, posted in the center and all copies sent to the Central Office where they are kept on file for three (3) years.

5. For all months of service, meal count sheets and attendance lists for all classrooms are kept on file for 3 years. (Meal count sheets must be kept separate from enrollment lists). The Business Office reviews all data and completes the CACFP reimbursement form for submission to the Department of Education for monthly reimbursement. (See PEARS* Manual for instructions). Kitchen inventories are also kept on file at the Central Office.

6. Records of all purchases with foods listed and register tapes attached to verify each purchase are on file in the Business office.

7. Three Child and Adult Care Food Program Monitor reports must be on file for each center reflecting a center review. Monitor reports must be done 3 times within a twelve-month period - no longer than 6 months, or less than 3 months apart. Monitoring is done by the Nutrition Specialist.

8. *The reimbursement is entered into PEARS which is the PA Dept. of Education's computer system. The PDE's fiscal year runs from October 1 to September 30.

9. A copy of the approved application from the Department of Education is kept on file for 3 years. This includes copies of contracts with school districts and food service companies. Yearly applications must be completed and approved prior to obtaining October's reimbursement claim.

7 CLAIM FOR REIMBURSEMENT FORM (CACFP) PROCEDURES

The Program Assistant reviews all meal count sheets from ChildPlus. At the end of the month these are sent to the Central Office.

Using the CACFP computer electronic system (PEARS), the information for the amount of free, reduced, and paid meals for Head Start, Early Head Start and Pre-K Counts is entered for the month. At the time of entry the claim is submitted and payment is made. Copies of the claim statement and monies owed to the Food Service Company(s) and school districts are made for the Business Manager and Executive Director.

CACFP Review- PA Department of Education

The following documents will be available upon review in accordance with the review notification letter:

- Pre-K Enrollment Applications for year designated
- Master List and Attendance Records of all enrolled children (CACFP Roster)
- CACFP over Income Applications from the Pre K counts children
- CACFP Reimbursement Claim Forms and all substantiating data
- Meal Count Sheets (all)
- Vouchers for monies received from claims
- All menus for all centers for meals served with changes noted
- Records of in-services for staff and parents
- All bills for any expenses incurred in Nutrition Component (Food, Salaries, Cleaning and paper supplies, equipment, School District bills, etc)
- All center site information as entered into PEARS and the CACFP electronic reimbursement

8 MEAL COUNT RECORDING PROCEDURE

It is a CACFP requirement that the meal count is taken at the point of service. "Point of Service" is when the participant has received a reimbursable meal in a cafeteria line, or when the participant is seated at the table with the complete reimbursable meal set on the table. The Point-of-Service Meal Count must be

taken while the participant is seated at the table, and may not be taken after the participant leaves the table. (Participants who come to the table with the intention of eating and are served a reimbursable meal may be included in the meal count even if they do not eat). Teachers and Assistant Teachers are responsible for recording the meal(s) eaten by each child on the daily meal count records. In the school districts the meal count sheet must be taken to the cafeteria. Teaching staff is responsible for recording the amount of visitors and employees meals in ChildPlus under CACFP non-participant meals. This includes Parent and community volunteers, Foster Grandparents, and classroom teaching staff.

The meal counts are entered into the agency computer system at the center by the designated employee, according to procedure. The completed Meal Count forms are reviewed by the Center Manager and then are sent to the Central Office Education Program Assistant at the end of each month.

The following meal count methods are NOT acceptable:

- *Counting the number of meals sent to the classroom
- *Counting the number of leftovers
- *Counting trays or plates
- *Using Attendance or “teacher’s memory”

Meals must be served at the times prescribed on the approved PEARS applications. There must be two hours between the start of one meal and the start of the next meal. ALL components of the meal must be served in order to claim reimbursement. In addition, drinking water must be available and offered to the children at all times during the day and while on the playground.

9 MEAL COUNT REIMBURSEMENT PROCEDURE

The meals by category and meal type on each classroom and/or center Meal Count Roster(s) will initially be totaled by the Teacher or Assistant Teacher who participates in the meal.

A second check of the meals by category and meal type on each classroom and/or center Meal Count Roster(s) will be conducted by the Center Manager. Center Manager will ensure that the number of meals recorded at time of service matches the number of meals entered into the ChildPlus Data System.

All meal counts, temperature logs, delivery slips and revised menus will be sent by the Center Managers to the Education Program Assistant by the fifth (5) working day of the following month. The Education Program Assistant will verify that the initially consolidated meals by category and meal type from each classroom and/or center Meal Count Roster(s) are consistent with those entered into the ChildPlus Data System prior to the monthly claim being submitted for reimbursement.

A second check of the consolidation of meals will be conducted by the Nutrition Specialist prior to submitting the monthly Claim to the Assistant Business Manager for Reimbursement. The Business office must receive this Claim by the tenth (10) business day of the following month.

The PEARS computer data entry will be double checked and compared to the monthly summary sheets before the claim is submitted for reimbursement by the Assistant Business Manager. Additionally, the Assistant Business Manager will oversee the process of submitting the monthly Claim for Reimbursement. The Business Office will then submit the Claim for Reimbursement.

Each center’s daily counts entered into the computer will be checked to ensure counts are not

entered on days when the center status in ChildPlus is closed, holiday, teacher workday, cancelled, or any day when the children are not present. Additionally, on the 10th of every month, the previous month's attendance and meal counts will be locked. Only Center Managers and Administrative Staff will have security clearance to change a classroom status. Also, when a classroom day is open, the ChildPlus system will no longer default for the meals being served. The meals will have to be entered individually for each child.

10 CACFP STAFF TRAINING

In addition to an overview of the CACFP Nutrition Program and CACFP Regulations, annual training for all staff and training for newly hired staff will include instructions for recording meals on the Meal Count Roster using symbols that are legible and clearly marked so that meals by category and type can be accurately totaled as described in this document. (Scanning system is being considered).

Training as described in this document will be conducted for all center staff to mark meals at the point-of-service and to count for reimbursement only the meals that were marked as served.

In addition, online training for CACFP Civil Rights will be provided annually for all staff as well as newly hired staff.

10 VOLUNTEERING IN THE CLASSROOM

Parents and classroom volunteers are encouraged to have meals in the classroom. All parents and volunteers need to make arrangements through their Family Workers or Teachers if they will be eating meals at the center. The school districts' centers need advance notice if a parent wishes to have meals with their children.

10 TRANSPORTING MEALS FROM THE KITCHEN TO CLASSROOM

After food is heated to the proper temperature in the kitchen, it is covered securely and placed on the meal cart. The Education Staff or designated adult in the classroom will pick up the food/cart and bring it to the classroom. At this time, the food cart is kept in the classroom away from the children. The Education Staff are responsible for placing the food on the table and replenishing the serving bowls. At no time are the children to be near or allowed at the food cart. In the warmer weather, children's milk must be taken from the cooler and served immediately.

10 FOOD SERVICE--DELIVERY PROCEDURES/TEMPERATURES

When the food service company delivers the meal for that day, and the following day's breakfast, the delivery tickets are saved. At the end of the month, these records/temp sheets are all sent to the Central Office Education Program Assistant and kept on file for three (3) years according to CACFP regulations. The Nutritionist is responsible to write the food service company's menus and to approve any substitution in that menu with the company's food service manager

Temperatures must be taken and recorded daily for the refrigerator/freezer. The refrigerator temperature should be at 40 degrees F or below and the freezer 0 degrees F or below. Food delivered hot must be remain hot by either remaining in delivery cambros or placed in the oven. Food which is delivered in

Cambros must not be opened and will have the temperature taken at serving time. For food safety, hot food should be received and held at 135 degrees F or higher. Food is not to be allowed to cool and then reheated. Hot food that is delivered frozen must be heated to 165 degrees . Food held below 135 degrees F longer than 4 hours must be discarded. Same procedure for colds foods delivered-must be immediately placed in refrigerator/freezer. Cold food should be received and held at 41 degrees F or lower.

11 DRESS CODE

Kitchen Staff require the following to maintain both sanitation and safety requirements:

- Cooks will wear clean, washable, white shirts or Head Start logo shirts; white, navy blue, or black pants skirt; & white or dark aprons. Aprons should be changed as soon as they are soiled.
- Volunteers will wear clean, washable clothes and clean aprons. Aprons should be changed as soon as they are soiled.
- Shoes should be clean, low-heeled, nonslip shoes with heel and toe enclosed (Sneaker-type).

Hair will be shampooed, as necessary, and kept in a neat, well trimmed style.
Hair must be covered with a hairnet or cap or longer hair must be tied back tightly and covered with a hairnet.

- Fingernails will be kept clean, well trimmed and free of nail polish.
- Excessive makeup, perfume, jewelry, long loose sleeves will be avoided.

11 CENTER KITCHEN ACCESS POLICY

According to Head Start policy; the kitchen area is off limits to all but authorized personnel unless there is a legitimate reason for being there (such as picking up meals or dropping off trays). Authorized personnel are the Cooks and parents volunteering in the kitchen that day. The Cooks will be happy to get anything that is needed. Unnecessary traffic in the kitchen is a sanitation and safety problem.

11 CENTER MONITORING

Centers are reviewed on a regular basis and monitored by the Center Manager. Kitchen personnel are observed for menu adherence; food preparation and presentation; safety and sanitation; classroom procedures at mealtime, and menu acceptance by the children are also monitored at this time. For those centers with a kitchen/kitchenette, the Nutrition Service Monitor Report must be completed every January by the Nutrition Specialist. For those sites with a Cook/Nutrition Aide, an Individual Cook/Nutrition Aide Monitoring Report will be completed at the end of September and again in May by the Center Manager. A Child and Adult Care Center Monitor Report is completed three times yearly for each center and kept on file for three years after the current year, at the Central Office.

12 FOOD ALLERGY POLICY

Parents are instructed at Orientation to notify the Teacher regarding any food allergy or dietary needs. If a child is on a therapeutic diet, or has a food allergy, a copy of the diet or meal plan from the physician must be given to the center's Regional Nurse. The Head Start Cooks and staff will provide the required food items. The Health and/or Nutrition Specialist oversees the handling of all food allergies and substitutions. All allergies will be posted on YELLOW cardstock only, provided by Health/Nutrition Specialist. Classroom will have two posters visible to staff-one for food allergies and one for other

allergies. Kitchen staff/areas will also have a yellow poster of food allergies posted. All food allergies must be documented in appropriate areas in CHILDPLUS. This includes HEALTH INFO. Tab and HEALTH STATUS EVENT Tab.

Special Dietary Needs: For medical reasons, all therapeutic diets are followed and food is provided by Head Start. Pediasure is provided when substantiated by a physician's note. Plain Lactaid and plain soy milk are provided to children after discussion with Nutrition Specialist. Only milk substitutes approved by CACFP are to be served to children. Contact the Nutrition Specialist before purchasing or serving milk substitutes to children.

Religious Purposes: For special dietary religious reasons, a note from the parent must be kept in the child's file.

Peanut/ Tree- Nut Allergy: The entire LCHS agency will be designated as "**Peanut Free**". All foods containing peanuts, peanut butter, will be eliminated from the menu and will not be served, or permitted to be brought into the buildings. The agency will be using "WOW butter" (soy-based) as an alternative. If a child has a "**tree-nut**" allergy only the classroom which the child is in will be "tree-nut" free.

12 NUTRITION CARE PLAN

When a child has a food allergy or intolerance, a Nutrition Care Plan will be completed by the Regional Nurse. Regional Nurse will attach a copy of the Dr's note if available or, working with the Family Worker, have the parent sign a Release of Information to get the note from the physician. The Care Plan will then be reviewed and signed by the Teacher, Assistant Teacher, and Center Manager. Center Managers will be responsible to review with Kitchen staff to ensure appropriate substitutions are being followed. Nutrition Care Plan will be kept in the child's file.

12 NUTRITION CONSULTATION

In the fall and spring, all children will be weighed and measured by the Regional Nurse. The results will be entered into CHILDPLUS where the BMI will be calculated according to CDC standards. All parents will be notified of their child's growth status via a letter and graph as well as a referral to the Nutritionist, if desired. The Nutritionist is available to meet with the parents of any child for nutritional guidance and other members of their family. The Family Worker will contact the the Nutrition Specialist to set up the appointment. If a consultation is completed by the Nutritionist it will be documented in ChildPlus.

13 FOOD POLICY

Head Start Food Policy for Birthdays, Parent Meetings and RIF distribution:

Birthdays

Children's birthdays are celebrated in the classroom at Head Start. After lunch, ice cream is served and a hat, song, and birthday book are presented. Our agency policy does not allow for additional foods such as cake, cupcakes, chips and candy to be brought into the classroom by families or staff.

RIF Distribution

When an RIF activity includes food as part of the activity, it must be approved by the Education Staff. The food is served in the center and purchased by the Head Start staff.

Parent Meetings

The purchasing of food items for a parent meeting must first be approved by the Center Manager. Homemade items cannot be served. All food brought into Head Start must be prepared in a commercial setting and be in a prepackaged, sealed container with an ingredient label and date (if applicable). In the interest of good health and nutrition, please be aware of the fat, salt and sugar content of food served at parent meetings.

Special Event Days/Meal Service

The Head Start meal service is not to be cancelled for special events or parent activities in the classroom. Any exception to this requires approval by the Central Office.

Cultural Activities/Special Events

As part of the classroom experience, the children will be involved in the preparation of special event foods and other nutrition projects. Parents are welcome to come in and join the activities, or share something unique from their culture or heritage. The Head Start staff is responsible for obtaining any food ingredients for the activity.

13 NUTRITION VOLUNTEERS

Parents volunteering in the Nutrition Service Area will assist the Cook in food preparation and service at the Head Start Center.

In the beginning of the school year, a training session for volunteers in food preparation and service will be held by the Cooks in each center. Training will include instruction in:

- A. Sanitation and safety procedures
- B. Personal hygiene
- C. Kitchen rules and regulations
- D. Review of the menu and discussion of the CACFP requirements for children ages 3 to 5
- E. Introduction to the kitchen facilities and a brief overview of the entire operation

The volunteer will be responsible to the Cook when on duty and will assist in areas designated by the Cook. The Cook will instruct the volunteers in the following areas:

- A. Food Preparation and service
- B. Menus and recipes
- C. Equipment (how to use and clean properly):

Deep Freezer	Can opener
Refrigerator (rotating milk and other food items)	Food service pans
Range and oven	Cutting boards
Kitchen Center (mixer)	Serving utensils
Stock pots	

- D. Dishwashing and cleaning procedures (floor, counters, tables, etc.)
- E. Food storage and rotation (food covered, labeled and dated)

The duties of the volunteer will be to assist the Cook in any or all of these areas depending on the hours of service at each center.

Preparation for the following day as time allows. This could include:

- A. Baking, grating cheese, washing vegetables, etc.
- B. Removing meat from freezer to defrost in refrigerator if needed 2 days ahead.
- C. Preparing utensils on the carts for the next meal.
- D. Storing foods in the proper containers; refrigerator or freezer
- E. Cleaning and straightening the kitchen.

Any Head Start parent interested in volunteering for service in the Kitchen should contact their Family Worker. Community volunteers desiring to contribute their services should contact the Center Manager or appropriate Specialist.

14 CLEANING AND SANITIZING FOOD SERVICE EQUIPMENT

Procedures for sanitizing work surfaces (tables before and after eating) are to use a warm soapy water wash first, and then sanitize with a solution of Clorox and water. Plastic gloves should be worn and discarded when cleaning with Clorox solution.

Please refer to the Health section for the recipe for bleach solution to be used in the classroom.

Cleaning Supplies

Cleaning supplies are available by contacting the Center Manager. The Center Manager records outgoing supplies. List of center supplies available can be obtained from the Center Managers. Some cleaning supplies can be purchased upon prior approval at approved stores.

Disposable Gloves

When cleaning or handling food, disposable plastic or vinyl gloves should be used. The gloves should be discarded when changing from one task to another (for example, washing fresh vegetables and slicing meats), and a new pair should be worn.

Cleaning Toasters (unplug before cleaning) – The classroom staff are responsible for cleaning the toasters in their classroom daily.

Daily or after use:

1. Remove and empty crumb tray.
2. Wipe and rinse tray in clear tap water and dry if needed.
3. Wash the exterior of toaster and wipe with clean dry cloth.

4. Move toaster and wipe counter beneath.
5. Replace crumb tray.

CLEANING AND SANITIZING FOOD SERVICE EQUIPMENT for Centers without a Dishwasher

Cleaning, Sanitizing and Deodorizing Cutting Boards (after each use)

1. Brush all loose soil from the surface
2. Wash in solution of pink suds and water
3. Scrub clean. Soak in Clorox solution and water
4. Allow to air dry

Cleaning Food Processor (Clean and sanitize after each use. Unplug before cleaning)

1. Disassemble and wash all removable parts in a hot solution of pink suds and water. Flush with tap water to remove loose soil. Soak in Clorox and water solution
2. Allow to air dry
3. Wipe stationary components clean and sanitize by wiping with Clorox solution
4. Reassemble

Cleaning Blender (Clean and sanitize after each use. Unplug before cleaning)

1. Remove the cup, lid, blade, gasket and wash in detergent and water solution sanitize in Clorox solution
2. Rinse well air dry and reassemble

Cleaning Can Opener (manual) Clean and sanitize daily

1. Remove the opener by lifting the shank out of the base
2. Soak the shank assembly in a hot solution of pink suds and water or send through dishwasher
3. Sanitize in Clorox and water solution
4. Rinse well air dry
5. Periodically remove the base from the mounting and clean and sanitize in the same manner as for daily cleaning

**** Centers with Dishwashers follow the above procedure but may put equipment parts in the dishwasher. ****

Cleaning Stainless Steel Tables and Carts (clean daily)

1. Classroom staff must wipe spills immediately and clean carts daily. The centers with Cooks will have carts inspected and wiped weekly.
2. Wash with solution of soap and water; then spray and wipe with Clorox solution.
3. Allow to air dry

Cleaning Refrigerators

1. Clean exterior daily.
2. Clean and sanitize interior weekly or as required.

Exterior:

1. Wipe down exterior surfaces with a warm solution of soap and water.
2. Sanitize and air dry

CLEANING AND SANITIZING FOOD SERVICE EQUIPMENT

Interior:

1. Remove contents to a protected storage area.
2. Remove shelving and loose equipment to pot and pan area.
3. Use regular procedure of washing and sanitizing and air drying shelving
4. Wash interior with soap and water and Clorox solution especially floor covers, doors, openings, gaskets hinges and latches. Allow to air dry. Return shelving and contents.

Monthly - Vacuum the compressor, condenser coils, motor and related areas using the proper attachments.

Cleaning Stoves:

Important: Be sure areas underneath and behind equipment are cleaned weekly. Failure to do so can result in bad odors and insect infestation. Avoid flooding and short-circuiting any electrical components.

Bake Ovens

1. Follow directions on Butchers' Oven and Fire and Grill Cleaner.

2. Let solution stand on soil long enough for chemical action to take place.
3. Baked on grease or carbonized food soil may have to be loosened with a stiff brush or scraper.
4. Use a damp cloth to pick up dissolved or loosened soil.
5. Rinse with clear water, let dry.

Range Hood

Filters:

Remove filters and soak in a hot solution of Oven Fire and Grill Cleaner. Flush filters thoroughly under hot tap water to remove cleaner solution and grease. Air-dry and replace. OR place filters in the dishwasher.

Hood:

Spray inside and outside of all surfaces with oven cleaner. Loosen soil with a brush until grease and soil are dissolved.

Clean out drain trough around the lower edge of the hood as well as channels that hold the filters. Flush off soil with clean clear hot water. Allow to air dry.

Grill:

Scrape all loose soil as soon as equipment is cool enough to work on.

1. While surface is still warm (120° or 140°C) spray with oven cleaner and allow it to penetrate. Clean edges and side of grid etc.
2. Scrape off the loosened soil and rinse with a cloth.
3. Empty and wash the scrapings and pan and replace.
4. As griddle starts to heat, brush with food grade vegetable oil. Keep the base of the griddle, the top and side of the stand, the back plate, and spatter shield thoroughly clean at all times to avoid odors, off-flavors, and infestations.

Weekly Exterior Cleaning:

1. Spray outside with oven cleaner if necessary
2. Use a damp cloth to pick up the dissolved and loose soil
3. Rinse well with clear water
4. Wipe dry with clean dry cloth
5. Keep sides, front, and back of oven clean at all times to avoid odors.

Dishwasher Wash Tank: (Clean at the end of each work period / De lime as required)

1. Brush washer inside and outside of all tanks, the drain table, splash backs and scrap baskets
2. Drain and rinse all tanks
3. Squeeze water from all flat surfaces
4. De lime if needed following product label instruction on Lime Shine

Floors: (Daily)

1. Remove all portable equipment except mops and buckets.
2. Prepare one bucket with a hot solution of Mastermind Disinfectant
3. Fill the other bucket with clear hot rinse water
4. Apply the cleaning solution to the entire floor area excluding baseboards. Scrape gum etc. loose with putty knife
5. Rinse and mop out in clean water. Wring out excess water and pick up cleaning solution and suspended soil. Keep the mop and the water clean. Change both the cleaning solution and the rinse water frequently

→ FOLLOW PRODUCT LABEL INSTRUCTIONS FOR USE AND CONCENTRATION OF ALL CLEANING PRODUCTS.

Cleaning Beekman St. Floor – Sweep floor thoroughly. Mop floor daily with hot water, including mats. Once per week mop floor thoroughly with designated floor cleaner. Apply cleaner to the entire floor. Rinse and mop floor with clean water. Wring out excess water. Keep mop and water clean, by changing hot water when needed. Bi-weekly, use a deck brush with cleaning solution and then mop as above.