

**HEAD START PROCEDURES FOR:  
CHILD NUTRITION  
COMPONENT: CENTER FOR YOUNG LEARNERS**

1. **Scope: This describes the process by which Nutritional Services will be delivered according to the Head Start Standard 1302.44(a)(1)(2)(b).**
  
2. **Responsibility:**
  - 2.1 FSW
  - 2.2 Teacher
  - 2.3 Teacher's Aide
  - 2.4 Health/Safety/Nutrition Consultant
  
3. **Resources:**
  - 3.1 Child File
  - 3.2 Nutritional Summary
  - 3.3 **GoEngage**
  
4. **Procedures:**
  - 4.1 Nutritional Assessment will be done at enrollment to assess a child's likes, dislikes, cultural preferences, allergies, disability, or any problem related to nutrition.
    - 4.1.1 Nutritional Assessment will be updated annually or as special diets are diagnosed by a medical provider.
    - 4.1.2 Health Planning meetings will be scheduled to address special dietary needs or nutritional needs of a child with a disability.
    - 4.1.3 Registered Dietitian will be available for consultation/education, as needed, through contracted services.
  - 4.2 Special dietary considerations will require documentation from the child's physician stating restrictions and acceptable substitutions before being implemented.
  - 4.3 Nutritional Assessment information will be tallied and placed on the **Nutritional Summary of Parental Recommendations.**
    - 4.3.1 This form is to be sent to the School Food Manager for parental input into menu planning and a copy sent to the Health/Safety/Nutrition Consultant.
  - 4.4 Menus for meals and snacks will reflect cultural and ethnic preferences.
  - 4.5 Meals and snacks will be scheduled and adjusted to meet individual nutritional needs, developmental readiness and feeding skills in accordance with USDA meal patterns. At a minimum for a full day, a child shall receive  $\frac{1}{2}$  to  $\frac{2}{3}$  of the child's daily nutritional needs.
    - 4.5.1 Foods served will be high in nutritional value: **low in salt, fat, and sugar.**
    - 4.5.2 Children must not go more than 3 hours without a meal or snack being offered.
    - 4.4.3 **Early Head Start** infants and toddlers will be fed

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on demand.**

- 4.4.4 Infants will be fed appropriate formulas and foods requested by the parent or ordered by a healthcare provider.
- 4.4.5 Infants will be held while taking bottle and will not be laid down to sleep with the bottle.
- 4.4.6 All Head Start children attending in the morning will be offered breakfast. Children that arrive late and have not received breakfast will be offered a nourishing breakfast.
- 4.4.7 Children will be allowed second helpings after other food components have been offered and encouraged.
- 4.4.8 Healthy snacks and meals will be provided during group socialization activities in the home-based option.
- 4.4.9 Any formulas, baby foods, or any special diet foods needed in Early Head Start or Head Start will be provided through Head Start funds.
- 4.6 Daily Information Sheets will be completed by parents and staff in Early Head Start for the sharing of information between home and school.
- 4.7 To foster socialization skills:
  - 4.7.1 Children will be encouraged to try new foods.
  - 4.7.2 Food will **not** be used as a reward or punishment.
  - 4.7.3 Family style meals will be accomplished by adults sitting with the children, **eating the same food** as the children, and talking with the children during meal time.
  - 4.7.4 Children will be given opportunities to assist with meal time by passing food, setting the table or helping clean up.
  - 4.7.5 Children will be given adequate time to complete meals and snacks.
  - 4.7.6 To model positive nutritional behavior, staff and parents will not bring personal food or drink into the classroom.
  - 4.7.7 All food will be provided by Head Start as described in procedure above. When parents eat meals or snacks with children, they will eat the same food as children. Staff will mentor and model family style meal time.
- 4.8 Safe drinking water will be available to children throughout the program day.
- 4.9 Payment Sources for meal services will primarily be the USDA Food, Nutrition, and Consumer Services child nutrition program. Head Start funds may be used to cover those allowable costs not covered by USDA.
- 4.10 During times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.

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- 5.1 Nutritional Summary of Parental Recommendations
- 5.2 Nutritional Assessment Form
- 5.3 Daily Information Sheet
- 5.4 **GoEngage** Data
- 5.5 Indoor/Outdoor Environmental Checklists
- 5.6 P&P 1302.31(e)(2)

**6. Record Retention Table:**

<b>Identification</b>	<b>Format</b>	<b>Storage</b>	<b>Retention</b>	<b>Disposition</b>	<b>Protection</b>
Nutritional Summary of Parental Recommendations	Print	Child's file	7 years	Shredded	ISD locked unit
EHS Daily Information Sheet	Print	Classroom Log	7 years	Shredded	ISD locked unit
Case notes	Electronic	<b>Web-based data system</b>	<b>Web-based data system</b>	Deleted	User ID
Denial of Services	Print	Child's file	7 years	Shredded	ISD locked unit

- 7. Monitoring:**
- 7.1 Quarterly review
  - 7.2 Site Visits

**8. Revision History:**

<b>Date</b>	<b>Revision#</b>	<b>Description of Revision</b>
6-2017		
5-2018	4.2	Add "Special dietary considerations will require documentation from the child's physician stating restrictions and possible substitutions before being implemented."
6-2019	Title	Changed "1302.44 (a)(b)(1)(2)" to "1302.44(a)(1)(2)(b)"
6-2019	2.4, 4.3.1	Changed "Nutrition Consultant" to "Health/Safety/Nutrition Consultant"
6-2019	3.3, 5.4, 6.	Changed "PROMIS" to

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		“myHeadStart”
6-2019	4.1, 4.1.1, 4.3	Change “Nutritional History” to “Nutritional Assessment”
6-2019	4.1.1	Changed “Nutritional Assessment will be updated annually or as special diets are diagnosed.” to “Nutritional Assessment will be updated annually or as special diets are diagnosed by medical provider.”
6-2019	4.2	Changed “Special dietary considerations will require documentation from the child’s physician stating restrictions and possible substitutions before being implemented.” to “Special dietary considerations will require documentation from the child’s physician stating restrictions and acceptable substitutions before being implemented.”
6-2019	5.2	Changed “Nutritional Update Form” to “Nutritional Assessment Form”
5-2020	Policy	Reviewed - No changes
12-2020	4.10	Added “During times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.”
12-2020	Titles	Changed titles to match.

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		Changed document title from “Nutritional Needs” to “Child Nutrition” to match Doc title.
12/2022	3.0, 3.3	remove “myHeadStart” replace with “GoEngage”
12/2022	5.0, 5.4	remove “myHeadStart” replace with “GoEngage”
12/2022	6.0	remove “myHeadStart” replace with “Web-based data system”