

**PY46  
NUTRITION SERVICE PLANS**

<b>EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES</b>	<b>Strategies</b>	<b>Responsible Staff</b>	<b>Timeline</b>
<b>Subpart B – Early Childhood Development and Health Services</b>			
<b>1304.23 Nutrition Services</b>			
<p>§1304.23 (a) IDENTIFICATION OF NUTRITIONAL NEEDS Staff and families must work together to identify each child's nutritional needs, taking into account staff and family discussions concerning</p>			
<p>§1304.23 (a) (1) Any relevant nutrition related assessment data (height, weight, hemoglobin/hematocrit) obtained under 45 CFR 1304.20(a);</p>	<p>During the enrollment process and within first 45 days of child's attendance and throughout the year as stated in SOP's, families are interviewed by staff and help complete the:</p> <ul style="list-style-type: none"> <li>• Annual Enrollment Questionnaire</li> <li>• Health History 2A / 2B</li> <li>• Nutrition form (HS)</li> <li>• Request for Special Meals and/or Accommodations</li> <li>• Collect data from the Child Health Record, Physical Assessment form (HS)</li> <li>• Growth Charts (2x/yr.)</li> <li>• Observation documentation (ongoing)</li> <li>• Infant Nutrition and Health Questionnaire, (home-based completes pgs. 1-2) – updated every 3 mos.</li> <li>• Toddler Nutrition and Health Questionnaire (home-based completes pg 1) – updated every 3 mos.</li> <li>• Well Baby Check Up forms and Toddler Physical form (2-36mos.) (EHS)</li> </ul>	<p>Enrollment Specialist Site Supervisor Teacher Associate Teacher TFSS, FSS, SST Home Visitor</p>	<p>Upon enrollment and within 45 days</p>
<p>§1304.23 (a) (2) Information about family eating patterns, including cultural preferences, special dietary requirements for each child with nutrition-related health problems, and the feeding requirements of infants and toddlers and each child with disabilities (see 45 CFR 1308.</p>			
<p>§1304.23 (a) (3) For infants and toddlers, current feeding schedules and amounts and types of food provided, including whether breast milk or formula and baby food is used; meal patterns; new foods introduced; food intolerances and preferences; voiding patterns; and observations related to developmental changes in feeding and nutrition. This information must be shared with parents and updated regularly;</p>			

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<b>1304.23 Nutrition Services</b>			
<p>§1304.23 (a) (4) Information about major community nutritional issues, as identified through the Community Assessment or by the Health Services Advisory Committee or the local health department.</p>	<p>HS will host quarterly community Health Advisory meetings. We will consult with community partners on approaches that will enhance HS services and benefit families. Information on health, weight, nutrition, immunizations, childhood lead prevention, food distribution sites or any other topical health and nutrition issue is shared at these meetings.</p>	<p>Health Coordinator Nutrition Coordinator Disabilities Coordinator Early Childhood Coordinator Collaborative partners: S.D. County Lead Prevention Program S.D. County Immunization Program S.D. County Oral Health Program Alcott Infant Program S.D Unified School District U.C.S.D Shiley Eye Mobile S.D. County Public Health Clinics  Y.M.C.A. Childcare Resource Services Leon Kelley, M.D. Pediatrics</p>	<p>Quarterly</p>

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<p>NUTRITIONAL SERVICE §1304.23 (b) (1) Grantee and delegate agencies must design and implement a nutrition program that meets the nutritional needs and feeding requirements for each child, including those with special dietary needs and children with disabilities. Also, the nutrition program must serve a variety of foods which consider cultural and ethnic preferences and which broaden the child's food experience</p>	<p>Utilize health and nutrition related screening documents to develop a program that meets the needs of the child. Utilize: . Infant Nutrition/Health Questionnaire, . Toddler Nutrition/Health Questionnaire, . Nutrition Form . Request for Special Meals and/or Accommodations Involve parents in these discussions and afford a Pre-placement Conference, as necessary.  Follow USDA and CCFP food guidelines</p>	<p>Teacher Associate Teacher Site Administrator Nutrition Coordinator Disabilities Coordinator Early Childhood Education (ECE) Specialist Director Nutrition Services</p>	<p>Upon enrollment and within 45 days of enrollment.</p>
<p>§1304.23 (b) (1)(i) All Early Head Start and Head Start grantee and delegate agencies must use funds from USDA Food and Consumer Services Child Nutrition Programs as the primary source of payment for meal services. Early Head Start and Head Start funds may be used to cover those allowable costs not covered by the USDA</p>	<p>USDA and CACFP guidelines will be followed for reimbursement.</p>	<p>VP Chief Financial Officer Director Nutrition Services</p>	<p>First day of child's attendance and throughout the school year.</p>
<p>§1304.23 (b) (1)(ii) Each child in a part-day center-based setting must receive meals and snacks that provide at least 1/3 of a child's daily nutritional needs. Each child in a center-based full-day program must receive meals and snacks that provide 1/2 -2/3 of the child's daily nutritional needs, depending upon the length of the program day</p>	<p>CACFP guidelines will be followed to determine food groups and portion sizes.</p>	<p>Director Nutrition Services Site Supervisor Teacher Associate Teacher</p>	
<p>§1304.23 (b) (1)(iii) All children in morning center-based settings who have not received breakfast at the time they arrive at the Early Head Start or Head Start Program must be served a nourishing breakfast.</p>	<p>Staff will provide breakfast to children that arrive late to the site and have not eaten. The classroom daily schedule is adjusted to meet the individual needs of children.</p>	<p>Site Supervisor Teacher Associate Teacher</p>	

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<p>§1304.23 (b) (1)(iv) Each infant and toddler in center-based settings must receive food appropriate to his or her nutritional needs, developmental readiness, and feeding skills, as recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210, 220, and 226.</p>	<p>We utilize: Infant Nutrition/Health Questionnaire Toddler Nutrition/Health Questionnaire Request for Special Meals and Accommodations form and Follow CACFP guidelines for food groups and portion sizes.</p>	<p>Director Nutrition Services Site Supervisor Teacher Associate Teacher</p>	<p>First day of child's attendance and throughout the school year.</p>
<p>§1304.23 (b) (1)(v) For 3- to 5-year-olds in center-based settings, the quantities and kinds of food served must conform to recommended serving sizes and minimum standards for meal patterns recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210,220, and 226</p>	<p>USDA and CACFP Guidelines are followed when developing HS menus</p>	<p>Director Nutrition Services</p>	<p>First day of child's attendance and throughout the school year.</p>
<p>§1304.23 (b) (1)(vi) For 3- to 5-year-olds in center-based settings or other Head Start group experiences, foods served must be high in nutrients and low in fat, sugar and salt.</p>	<p>USDA and CACFP Guidelines are followed when developing HS menus</p>	<p>Director Nutrition Services</p>	<p>First day of child's attendance and throughout the school year.</p>
<p>§1304.23 (b) (1)(vii) Meal and snack periods in center-based settings must be appropriately scheduled and adjusted, where necessary, to ensure that individual needs are met. Infants and young toddlers who need it must be fed on demand to the extent possible or at appropriate intervals.</p>	<p>The classroom daily schedule is adjusted to meet the individual needs of children. Provide breakfast to children in morning programs that arrived late and have not eaten. Infants are fed on demand.</p>	<p>Site Supervisor Teacher Associate Teacher TFSS, FSS, SST</p>	<p>First day of child's attendance and throughout the school year.</p>

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<p>§1304.23 (b) (2) Grantee and delegate agencies operating home-based program options must provide appropriate snacks and meals to each child during group socialization activities (see 45 CFR 1306.33 for information regarding home-based group socialization).</p>	<p>Home Visitors submit electronic service requests to the Central Kitchen 1 week prior to scheduled socialization. The Director of Food Services reviews all requests and meal plans.</p>	<p>Site Supervisor Home Visitor Director Nutrition Services</p>	<p>During scheduled socializations throughout the year.</p>
<p>§1304.23 (b) (3) Staff must promote effective dental hygiene among children in conjunction with meals.</p>	<p>In accordance with the Oral Health Program Instruction ACF-PI-HS-06-23, children ages 1 and over will brush once daily with fluoride toothpaste once per day which will be part of the classroom schedule.</p> <p>Infant gums will be massaged with clean gauze or cloth, and gloved hand. Follow guidelines in EHS SOP's</p>	<p>Teacher Associate Teacher  Site Supervisor</p>	<p>Daily after a meal.</p>
<p>§1304.23 (b) (4) Parents and appropriate community agencies must be involved in planning, implementing, and evaluating the agencies' nutritional services.</p>	<p>Parents participate in the Menu Survey which is developed yearly by the Nutrition Coordinator and distributed to the parents. The Survey affords parents and community members the opportunity to comment and evaluate nutrition services.</p> <p>The final report is distributed to all sites and reviewed by community members of the Health Advisory, as well as administration.</p>	<p>Nutrition Coordinator Director Nutrition Services</p>	<p>Yearly</p>

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<p>MEAL SERVICE §1304.23 (c) Grantee and delegate agencies must ensure that nutritional services in center-based settings contribute to the development and socialization of enrolled children by providing that:</p>			
<p>§1304.23 (c)(1) A variety of food is served which broadens each child’s food experiences; reward, and that each child is encouraged, but not forced, to eat or taste his or her food;</p>	<p>Menus are developed that follow USDA and CACFP guidelines.</p>	<p>Teacher Associate Teacher</p>	<p>Daily and throughout the year.</p>
<p>§1304.23 (c)(2) Food is not used as punishment or reward, and that each child is encouraged, but not forced, to eat or taste his or her food;</p>	<p>Staff will follow CACFP Guidelines for all meals and snacks that are provided to children.</p>	<p>Director Nutrition Services Site Supervisor</p>	
<p>§1304.23 (c)(3) Sufficient time is allowed for each child to eat</p>	<p>Classroom schedules are followed for meal service which allows sufficient time for children to consume the meals and snacks.</p>		
<p>§1304.23 (c)(4) All toddlers and preschool children and assigned classroom staff, including volunteers, eat together family style and share the same menu to the extent possible;</p>	<p>Meals are served family style. Children and adults sit together, serve themselves and pass food when able, and converse as any family.</p>		
<p>§1304.23 (c)(5) Infants are held while being fed and are not laid down to sleep with a bottle;</p>	<p>Teachers hold infants (0-12 mo.) while they are fed and do not prop a bottle, when this is consumed. Staff will follow CACFP Guidelines for all meals served to children. West Ed - Program for Infant and Toddler Care giving is modeled.</p>	<p>Teacher Associate Teacher Site Supervisor</p>	<p>Daily and throughout the year.</p>
<p>§1304.23 (c)(6) Medically-based diets or other dietary requirements are accommodated</p>	<p>Upon enrollment the Annual Enrollment Questionnaire is completed and used to assess the child’s dietary needs. There are discussions with parents when completing the Nutrition Form , Infant Nutrition/Health Questionnaire Toddler Nutrition/Health Questionnaire, Request for Special Meals form or any other pertinent health and nutrition form. If necessary a Pre-placement conference may be conducted.</p>	<p>Teacher Associate Teacher Site Supervisor Nutrition Coordinator Health Coordinator Disability Coordinator Director of Nutrition Services</p>	<p>The child’s first day of attendance and throughout the year.</p>

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<p>§1304.23 (c)(7) As developmentally appropriate, opportunity is provided for the involvement of children in food related activities.</p>	<p>Food related activities are included on the weekly lesson plans and in alignment with Creative Curriculum.</p>	<p>Teacher Associate Teacher Site Supervisor</p>	<p>Monthly or as scheduled by educator.</p>
<p><b>FAMILY ASSISTANCE WITH NUTRITION.</b> §1304.23 (d) Parent education activities must include opportunities to assist individual families with food preparation and nutritional skills.</p>	<p>Nutrition trainings may be offered to parents throughout program year. Monthly Nutrition Newsletters in English and Spanish, for parents and staff, are sent to the sites. The Head Start Health Handbook for Parents is provided upon enrollment.</p>	<p>Site Supervisor Nutrition Coordinator</p>	<p>Upon enrollment. Monthly and as scheduled throughout the year.</p>
<p><b>FOOD SAFETY AND SANITATION.</b> §1304.23 (e)(1) Grantee and delegate agencies must post evidence of compliance with all applicable Federal, State, Tribal, and local food safety and sanitation laws, including those related to the storage, preparation and service of food and the health of food handlers. In addition, agencies must contract only with food service vendors that are licensed in accordance with State, Tribal or local laws.</p>	<p>Staff are trained on the safe handling of food.  The food program follows Performance Standards, San Diego County Dept. of Health and Human Services guidelines and directives as well as CACFP guidelines.</p>	<p>Director Nutrition Services Teacher Associate Teacher Site Supervisor</p>	<p>Daily throughout the entire program year.</p>
<p>§1304.23 (e)(2) For programs serving infants and toddlers, facilities must be available for the proper storage and handling of breast milk and formula.</p>	<p>Each classroom has access to a refrigerator in which to store breast milk and formula.</p>	<p>Teacher Associate Teacher Site Supervisor</p>	<p>Child's first day of attendance and throughout the year.</p>