

# CACFP and Meal Service

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# Child and Adult Care Food Program

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CACFP is a federal reimbursement program through USDA

The goal is to improve the health and nutrition of children while promoting the development of good eating habits and furtherance of nutrition education

# USDA Civil Rights and CACFP

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# USDA Civil Rights and CACFP

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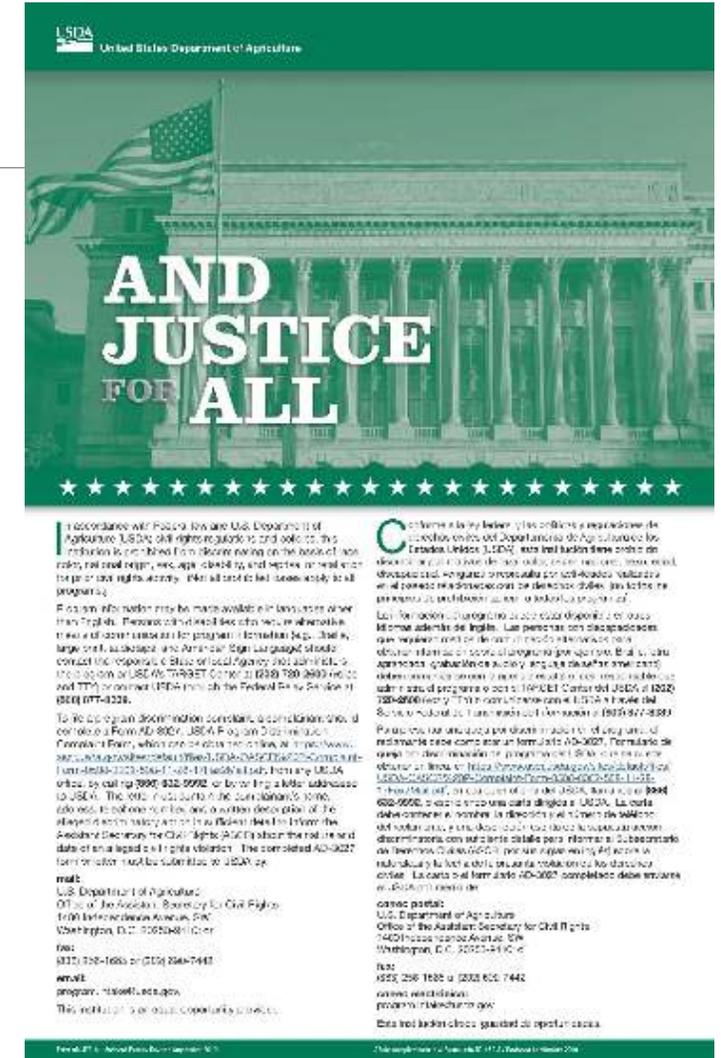
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# USDA Civil Rights and CACFP

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- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



# What does that mean for us?

- Every child will be offered the same meal unless there is a CHP in place that requires substitutions due to allergy or other food restriction.
- Anyone can file a complaint
- Forms are available in our office

New posting required

Good nutrition today means a stronger tomorrow!

## Building for the Future with CACFP

This head start receives support from the Child and Adult Care Food Program to serve healthy meals to your children.



Meals served here must meet USDA's nutrition standards.

### Questions? Concerns?

Contact: \_\_\_\_\_  
*Agency name and contact person phone number*

State of Alaska, DEED, Child Nutrition Programs (907) 465-8711

Learn more about CACFP at USDA's website:

<https://www.fns.usda.gov/>

USDA is an equal opportunity provider, employer and lender.

United States Department of Agriculture  
Food and Nutrition Service FNS-317  
November 2019

# Meal Service

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We offer and are reimbursed for Breakfast, Lunch and a Snack

Lunch is catered by the Senior Center and delivered daily

- Vended meal form is completed at arrival and portioned by KCI staff

Breakfast and snack is prepared by KCI staff

- We receive our food from Costco every Friday, CD's please check your Costco!

(ASD is different)

# Meal Service

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All components must be offered to be reimbursed and offered at the same time to children.

- Must be offering at least the minimum serving size.
- You can find serving sizes on How to Measure Guide and CACFP Meal Pattern (serving sizes for breakfast/snack may be different for lunch)
- No components can be altered, no coloring milk
- Use measuring cups and digital food scales

# CACFP Meal Pattern Food Chart

## Child and Adult Care Food Program Meal Patterns



### Food Chart

Ages: 1-2 years 3-5 years

#### Breakfast

1 Fluid Milk	1/2 cup (4oz)	3/4 cup (6oz)
1 Vegetable/Fruit	1/4 cup	1/2 cup
1 Grain/Bread	1/2 oz eq	1/2 oz eq
OR		
1 Meat/Meat Alternate	1/2 oz	1/2 oz

#### Lunch/Dinner

1 Fluid Milk	1/2 cup (4oz)	3/4 cup (6oz)
1 Fruit	1/8 cup	1/4 cup
1 Vegetable	1/8 cup	1/4 cup
1 Grain/Bread	1/2 oz eq	1/2 oz eq
1 Meat/Meat Alternate	1 oz	1 1/2 oz

#### Snack (Select milk and two different components from the following five)

1 Fluid Milk	1/2 cup (4oz)	1/2 cup (4oz)
1 Fruit	1/2 cup	1/2 cup
1 Vegetable	1/2 cup	1/2 cup
1 Grain/Bread	1/2 oz eq	1/2 oz eq
1 Meat/Meat Alternate	1/2 oz	1/2 oz

Only substitute menu items with items in the same food group (grains for grains, protein for protein) This institution is an equal opportunity provider.

## How to Measure Guide

Lunch Sides			
Food	How To Measure	Breakfast/PM Snack Portion	Lunch Portion
Breadsticks	Count	1 stick	Grain
Rice	Measure	1/4 Cup	Grain
Rolls	Count	1 roll	Grain
Fruits	Measure	1/4 Cup	Fruit
Vegetables (excluding salad)	Measure	1/4 Cup	Vegetable
Salad	Measure	1/2 Cup	Vegetable
Costco Foods			
Fruits	Measure	1/2 Cup	1/4 Cup (Must have fruit and vegetable for lunch)
Vegetables	Measure	1/2 Cup	1/4 Cup (Must have fruit and vegetable for lunch)
Meat/Meat Alternates:			
Meat (Sliced, canned)	Weigh	1/2 oz	1 1/2 oz
Cottage Cheese	Measure	1/8 Cup	3/8 Cup
Sliced Cheese	Count	1 slice	3 slices
String Cheese	Count	1 string cheese	3 string cheese
Hardboiled Eggs	Count	1/2 egg	1 1/2 egg
Turkey Sausage	Count	2 links	3 links
Yogurt	Count	1 tube	3 tubes
Beans, Black or Refried	Measure	1/8 Cup	1/4 cup
Grains:			
Bagels	Measure	1/4 bagel	1/2 bagel
Bread, Franz Whole Wheat	Count	1/2 slice	1 slice
Cereal (Cheerios, Frosted Mini Wheats, Oatmeal Squares)	Measure	1/2 cup	1 1/2 cups
Cereal (Life, Chex)	Measure	3/4 cup	1 1/4 cup
Crackers, Goldfish	Measure	1/4 cup (20 crackers)	3/4 cup (60 crackers)
Crackers, Ritz	Count	4 crackers	11 cracker
Crackers, Wheat Thins	Count	6 crackers	17 crackers
English Muffins	Count	1/2 muffin	1 muffin
Pretzels, Soft	Count	1/4 pretzel	1/2 pretzel

# Double Checking Our Recipes

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HA will measure lunches at one center each week

Your job in between is to still keep an eye out for any missing components and alert someone- CD, HNC, HA



# Sanitizing for Meal Time

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## Spray bottles of bleach and soapy water made new every day

### Bottle #1: Soapy Water

- Dish soap and water mixed together
- Fill spray bottle with warm water
- Add 2-4 drops of dish soap
- Gently shake it and ensure the soap mixes with the water



### Bottle #2: Bleach solution

- 50 – 100 ppm.
- .75 ml in eye dropper per bottle, about one full dropper
- Bleach solution instructions need to be in the kitchen
- Every solution needs to be tested with bleach strips



# Sanitizing For Meal Time

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First use the soap/water solution on tables (including edges) and wipe clean

Then the bleach solution for at least 2 minutes, this is required before ALL meals.

- Use timers (request if you need one)

Must use paper towels to clean

Clean up meal area, including sweeping if necessary

Other uses for soapy water and bleach solution:

- Cleaning and sanitizing areas in the center (toys, cubbies, beds, shelves, etc.)
- Toys need to be cleaned daily using the 3 sink method.

# Food Prep

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Before COVID: all of our meals served family style

During COVID: all meals pre-plated with extras available

When preparing food ALWAYS wear food prep gloves

Write date on plastic wrap so we know when it was prepared (this includes milk)

**Staff need to document the hours they spend preparing food on their timesheet as CACFP hours**

# Food Prep: COVID Policies

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**If meal preparation is in  
process,  
Please do not stay in the  
galley more than 10 min.**





TEST YOUR  
**KNOWLEDGE!**

## STEP 1:

Masks required at arrival.

Wear a hair net (optional) and wash your hands for 20 seconds



Good hand washing takes  
20 seconds,  
or the time it takes to sing  
Happy Birthday twice.



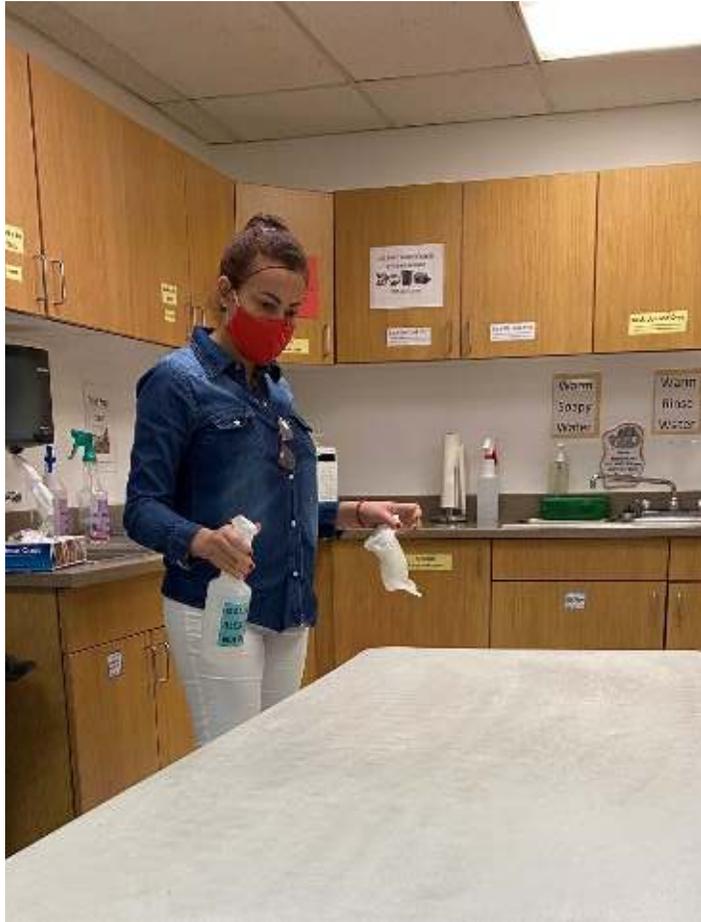
## STEP 2:

Cleaning time! Wear gloves if desired. Use soapy water.



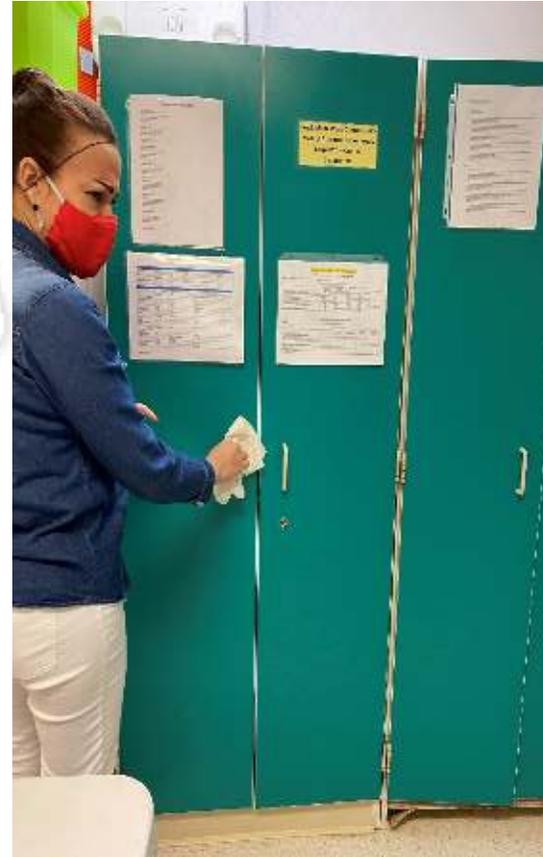
### STEP 3:

Sanitizing time! Use the bleach solution and wait 2 min.



### STEP 4

Sanitize more areas while you wait for the 2 min.



## STEP 5

Wash your hands for 20 seconds and change gloves.

## STEP 6

Check the daily menu  
Allergy menus (Substitution binder)  
How to measure guide

## STEP 7

Prep breakfast, lunch or snack

## STEP 8

Repeat cleaning and sanitizing procedures after delivering the food to the classrooms.

# Meal Prep - Breakfast

Make as many plates as enrolled children. Plus 2 staff unless CD requests more.

Using a large plate, add all components and cover it with plastic wrap.

Use a 5 ounce cup for canned fruits and vegetables and cover it with plastic wrap.

Milk and water available in the classroom at all times.

Extra food available . Two servings of each component available. (If you know kids request more of one item, you can have more than 2 serving per component.)

11 Bananas  
Ritz Crackers  
Hardboiled Eggs  
Milk



# Meal Prep - Lunch

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Make as many plates as in attendance for the day. Count 2 staff unless CD requests more.

All hot foods must be place on a large plate and cover with plastic wrap. (Remember: might need to be reheated)

Cold lunches must be placed on a large plate with all other components if possible. (We don't reheat these foods so they can be together)

Canned fruit or other vegetables can be placed in small 5 oz. cups.

Extra food available. 2 extra for each component.



# Food Serving

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Assigned staff will make individual cups of milk. Milk pitcher will be inside the fridge for refills.

Water will be available per request.

Monitor hot food temperature to be at  degrees. If falls below  degrees it must be reheated to  degrees.

Classroom staff will serve each child (Food and milk).

Assigned seats are needed (must be spaced 6 feet apart).

Masks must be remove and placed inside an individual bin (pencil box) at hand washing sink. Bins must be cleaned and sanitized everyday.

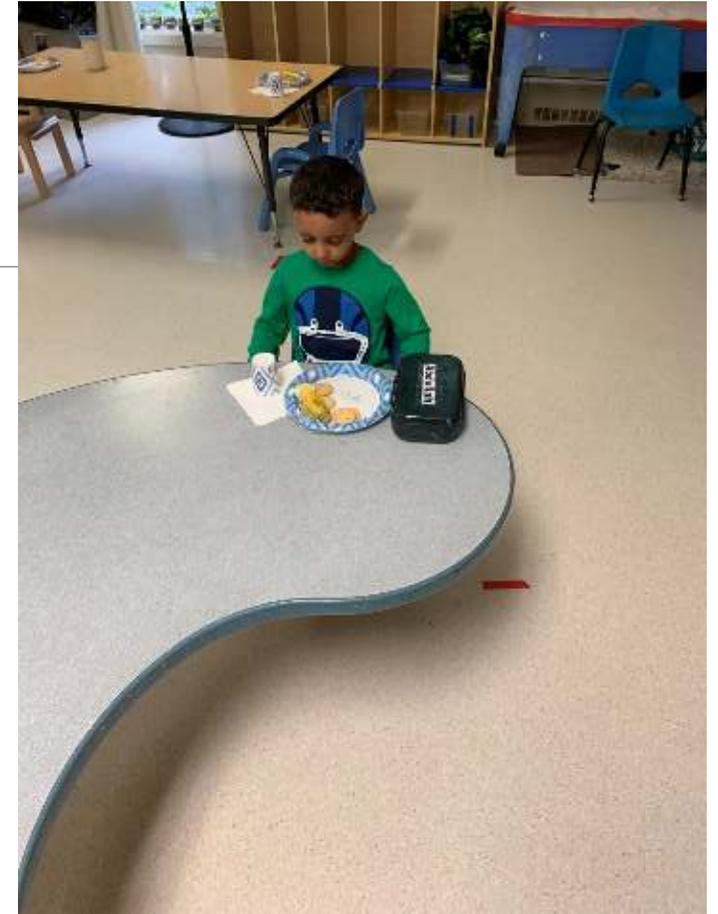
Extra food will be available per request. Only the staff assigned for food serving can accommodate the child.



Line up



Remove mask and place mask inside pencil box before meal time. Teachers will help  
Child will wash hands



Place pencil box next to the child at the table.

# Virtual Classrooms

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We are working on a plan for potentially providing take-home meals to our virtual classrooms.

Stay tuned!

# Food Storage and Prep

**Trash** is kept away from areas where food is stored and prepared.

Food **storage** space is separate from all other supplies.

All food is stored at least six (6) inches off the floor and all **containers are covered**.

**No contact paper** is used on shelves where food is stored.

Shelves have smooth surfaces and are kept **clean**.

Food is stored in **labeled containers** so it cannot be mistaken for another food.  
Opened food packages are in **dated zip-lock bags**.

Food Service **gloves** are used when handling/preparing food **AT ALL TIMES!**

If you are sick or ill and may contaminate the food please find a replacement for food prep and talk to your supervisor.

**These are all on observation checklists- You can preview**

**Health and Nutrition Observations will be different this year!**

## Glove Use

Glove use does not replace the need for good handwashing practices!

- Wash hands before putting on gloves.
- Put gloves on only when you are ready to handle ready-to-eat (RTE) foods.
- Use gloves for only **one task**, then discard.
- If an interruption occurs during food preparation, remove gloves and discard.
- Dispose of gloves immediately upon removal.
- Use clean gloves when you resume food preparation.
- Single-use gloves should not be used around heat or hot oils.
- Gloves are susceptible to contamination – discard when soiled or damaged.
- Fabric or re-usable gloves may not be used with RTE food.
- Avoid single use gloves made of natural rubber latex.



# What if something is missing?

Compare your prepared foods with monthly menu and meal pattern

Identify what component is missing (check the fridge!)

Contact HNC or HA

Open back-up food supply for a replacement

Replace with appropriate portion

- How to Measure Guide
- CACFP Meal pattern
- **If a component with WG in front of it is missing, you need to replace it with a Whole Grain option (we provide those lists)**

Document changes on monthly menus!

- If you receive different food from ASC document as well!
- Write comments on Vended meal Forms

## BACK UP FOOD

For each class (of 20 students) the following items should be stored:

Ritz or Wheat Thins	100 crackers (1 Costco box=3 classes)
Cereal	140 crackers (1 Costco box=4 classes)
Fruit	8 cups (1 Costco item=classes)
Vegetables	10 cups (1 #10 can=1 class)
Milk (powdered)	30 cups (1 Costco container=3 classes)
Protein (cans of tuna or chicken)	30 ounces (1 Costco pack= 2 classes)

This will provide one lunch and one snack for a class of 20.

Back up food should be used when:

1. Additional food is needed
2. The caterer was unable to bring food
3. Children are at Kids' Corps for an extended period of time due to an emergency

**PLEASE NOTIFY CD IF YOU REMOVE ANYTHING**

**THANKS**



# Food Temperatures

Danger zone: 41 to 135 degrees Fahrenheit

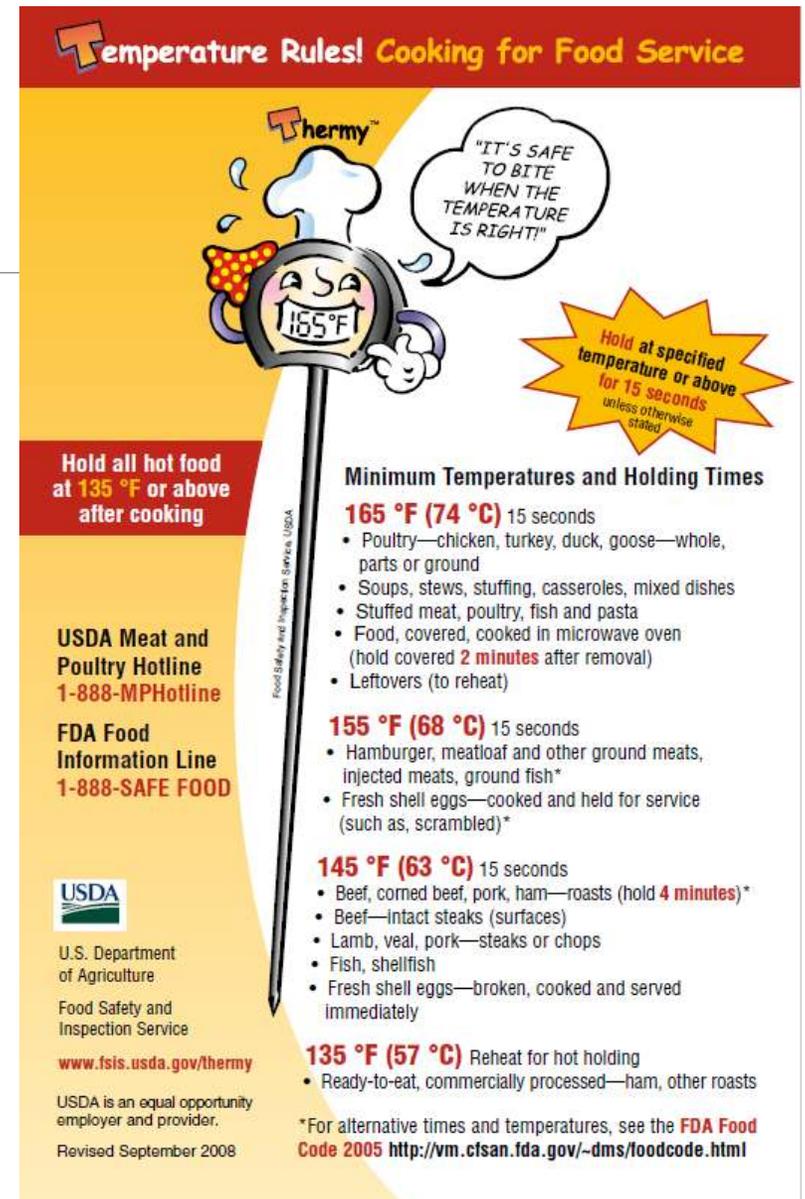
- If food temperature is below 135 reheat to 165.

Temperatures need to be taken at the time meals are being prepared and right before serving.

Lid should be left on while taking temperature

Clean & Sanitize thermometer after EACH use

HA will check/calibrate thermometers quarterly with the Health and Nutrition Compliance Checklist



**Temperature Rules! Cooking for Food Service**

**Hold all hot food at 135 °F or above after cooking**

**USDA Meat and Poultry Hotline 1-888-MPHotline**

**FDA Food Information Line 1-888-SAFE FOOD**

**Minimum Temperatures and Holding Times**

**165 °F (74 °C)** 15 seconds

- Poultry—chicken, turkey, duck, goose—whole, parts or ground
- Soups, stews, stuffing, casseroles, mixed dishes
- Stuffed meat, poultry, fish and pasta
- Food, covered, cooked in microwave oven (hold covered **2 minutes** after removal)
- Leftovers (to reheat)

**155 °F (68 °C)** 15 seconds

- Hamburger, meatloaf and other ground meats, injected meats, ground fish\*
- Fresh shell eggs—cooked and held for service (such as, scrambled)\*

**145 °F (63 °C)** 15 seconds

- Beef, corned beef, pork, ham—roasts (hold **4 minutes**)\*
- Beef—intact steaks (surfaces)
- Lamb, veal, pork—steaks or chops
- Fish, shellfish
- Fresh shell eggs—broken, cooked and served immediately

**135 °F (57 °C)** Reheat for hot holding

- Ready-to-eat, commercially processed—ham, other roasts

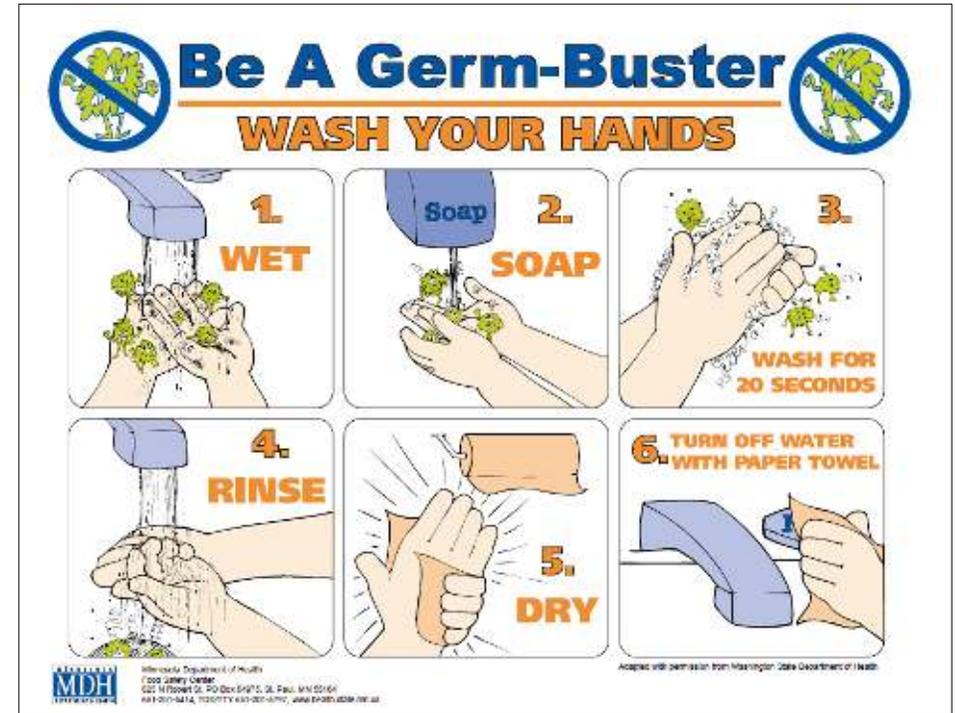
\*For alternative times and temperatures, see the **FDA Food Code 2005** <http://vm.cfsan.fda.gov/~dms/foodcode.html>

Food Safety and Inspection Service, USDA

USDA  
U.S. Department of Agriculture  
Food Safety and Inspection Service  
[www.fsis.usda.gov/thermy](http://www.fsis.usda.gov/thermy)  
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Revised September 2008

# Handwashing

- Wet your hands with clean, running water (warm or cold), and apply soap.
- Rub your hands together with soap and scrub your hands for at least 20 seconds. Clean your wrist, fingernails, in between your fingers (Sing “Happy Birthday” twice)
- Rinse your hands well and dry your hands using a paper towel.



This goes for children, staff, volunteers, and parents!

# Education During Meals

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Meal times are learning times!

- Role model: trying new foods, table manners, etc.
- Every child is offered food but they do not have to eat it
- Use this time to discuss colors, patterns, numbers, senses, portion sizes, new words- 1302.31(e)(2)

Children will not be serving themselves, but quality conversations should still be happening!

# Meal Count

## Now on Child Plus iPad app

- Use Back-up form if iPad is down ->
- Have forms ready to use in your classroom (names)
- Original goes to CD then HA asap
- Indicate why form was used

Before each meal please discuss with your coworkers who will take meal count and make sure iPad is in the room

## Take meal count 5-10 minutes into the meal

- Children may hesitate at the beginning of the meal and chose to sit in their cubbies
- Give these children time to decide if they want to eat

Children must be offered food but they do not have to eat to be counted

- If a child is sitting at the table and has been offered food they count, they are still benefitting from food exposure and motor development

KCI Back-up meal count documentation

Center: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

	Child (first & last-no nicknames)	Breakfast	Lunch	Snack	A/T/LE*
1					
2					
3					
4					
5					
6					
7					
7					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
	<b>Total Child meals</b>				
	<b>Total Adult Meals</b>				

\*A-absent (document absence reason) T-tardy LE-left early

Reason Backup Meal Count form was used: \_\_\_\_\_

# Leftovers

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Extra milk must be poured down drain, please not in trash cans.

Shelf assigned for leftovers for families. (It's labeled or please label a shelf).

Please date each day.

Prep staff will have leftover food in zip lock bags.

Leftovers need to be in the Galley or meal prep area not in the classroom fridge.



# Leftover tracking form

CENTER/CLASSROOM		KCI HEAD START NOVEMBER 2019 LEFTOVER TRACKING				
Monday	Tuesday	Wednesday	Thursday	Friday		
<b>November</b>					1 Breakfast	
					Lunch	
					Snack	
4 Breakfast	5	6	7	8		
Lunch						
Snack						
11 Breakfast	12	13	14	15		
Lunch						
Snack						
18 Breakfast	19	20	21	22		
Lunch						
Snack						
24 Breakfast	25	26	27	28		
Lunch			Holiday	Holiday		
Snack						

Children under 2: Breastmilk or Formula, Milk for 1 year olds; 2% Milk, Milk for children over 2 years; Unflavored Non-Fat Milk.  
\*KCI is an equal opportunity provider. All meals served meet the CACFP daily meal pattern and are low in salt, sugar and fat. Details include:  
MultiGrain Cheerios (WG), Cheerios (WG), Kellogg's Frosted Mini-Wheats Original (WG), Life (WG), Quaker Oatmeal Squares (WG).

- Track leftovers using this form. Form will be located with you other menu forms (fridge).
- Complete form: Date and quantity of leftovers.
  - Example:
    - Nov 15: 1 gallon non-fat milk, 1 bowl spaghetti, 1 gallon zip lock bag of can fruit.
    - Nov 17: 1 bowl of fruit throw away.
- End of the month: Send form to CD then to HA to be file.

# Oral Health

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No tooth brushing or swishing during COVID

Oral health kits to go home every 3 months, or as families need

- (i.e. child gets sick)

Great resources available for tooth brushing!

- Books
- Cavity Free Kid Activities
- Demonstration Teeth

# Refrigerators

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The refrigerator is cleaned weekly and as spills occur

Milk cartons with expired dates are dumped.

There is a thermometer in each refrigerator and freezer.

The maximum temperatures are:

- Refrigerator, 40° F; Freezer, 0° F.
- If the thermometer is not reading the right temp. then adjust the temperatures **asap** and **re-check** (note on monthly temperature log)

Temperatures are checked weekly, and reported on Monthly Temperature Log (great to do when putting away Costco order!)

# Monthly Temperature Log

## What goes on this form?

- Daily food temps for HOT meals
- Reheat temps if the food was below 135°
- Weekly fridge and freezer temperatures
- If you adjusted the fridge or freezer
- Weekly Nutrition/Oral/Physical Health lesson- area for explanation
  - HA will check these and ask you questions!

**Monthly Temperature Log**  
Center: \_\_\_\_\_ Class: \_\_\_\_\_ Month: August/September 2017

28 Initial Temp:	29 Initial Temp:	30 Initial Temp:	31 Initial Temp:	1 Initial Temp:	Fridge Temp:
Reheated Temp:	Reheated Temp:	Reheated Temp:	Reheated Temp:	Reheated Temp:	Freezer Temp:
Weekly Nutrition/Oral/Physical Health Lesson:					Adjustment made? _____
4 Initial Temp:	5 Initial Temp:	6 Initial Temp:	7 Initial Temp:	8 Initial Temp:	Fridge Temp:
Reheated Temp:	Reheated Temp:	Reheated Temp:	Reheated Temp:	Reheated Temp:	Freezer Temp:
Weekly Nutrition/Oral/Physical Health Lesson:					Adjustment made? _____
11 Initial Temp:	12 Initial Temp:	13 Initial Temp:	14 Initial Temp:	15 Initial Temp:	Fridge Temp:
Reheated Temp:	Reheated Temp:	Reheated Temp:	Reheated Temp:	Reheated Temp:	Freezer Temp:
Weekly Nutrition/Oral/Physical Health Lesson:					Adjustment made? _____
18 Initial Temp:	19 Initial Temp:	20 Initial Temp:	21 Initial Temp:	22 Initial Temp:	Fridge Temp:
Reheated Temp:	Reheated Temp:	Reheated Temp:	Reheated Temp:	Reheated Temp:	Freezer Temp:
Weekly Nutrition/Oral/Physical Health Lesson:					Adjustment made? _____
25 Initial Temp:	26 Initial Temp:	27 Initial Temp:	28 Initial Temp:	29 Initial Temp:	Fridge Temp:
Reheated Temp:	Reheated Temp:	Reheated Temp:	Reheated Temp:	Reheated Temp:	Freezer Temp:
Weekly Nutrition/Oral/Physical Health Lesson:					Adjustment made? _____

Please take temperature of our lunches and if they are below 135°F, remove plastic wrap and reheat in microwave until temperature is above 165°F. Fridge temperature should be between 35°-40°F and freezer should be between -5° and 0°F. You may adjust fridge/freezer and if the problem is not resolved please alert CD.  
At end of month, turn in to CD; CD forwards to Health Assistant with monthly paperwork.

# Menus and Substitutions

Menus sent home to parents each month.

- Based on 6-Week Cycle Menu
- Continues conversation at home
- Shows what variety kids are exposed to

Posted in Classroom and on parent board

Whole class substitutions need to be noted on ALL menus (classroom, parent board, and prep area) that day

Highlighted menus provided for children with allergies/restrictions, document individual substitutions here

- NOT MILK
- IF CHILD IS ABSENT, NOTE ON MENU

All menus given to CD, then to HA at end of each month.

- IF SUBSTITUTION IS INCORRECT WE DON'T GET PAID

CENTRE		KCI HEAD START AUGUST 2020 MENU			CLASSROOM
Monday	Tuesday	Wednesday	Thursday	Friday	
<b>3 Breakfast</b> Strawberries WG Cereal Turkey Cheese Milk	<b>4 Grapes</b> WG Cereal Milk	<b>5 Pineapple</b> Bagels Cream Cheese Milk Strawberry Preserves	<b>6 Blueberries</b> Turkey Breakfast Sausage Milk	<b>7 Grapes</b> Ritz Crackers Cottage Cheese Milk Egg	
<b>Lunch</b> WG Chicken Corn Dogs Pineapple Colelaw Milk	Chili con Carne Cheese Corn Muffins Oranges slices Steamed Carrots Milk No cheese	Chicken and WG Noodle Fruit Cocktail Green beans Milk Fish sticks ketchup	Beef Meatballs w/sweet & sour WG Brown Rice Steamed Cauliflower, Broccoli and Carrots Apricots Milk	Tuna on WG Bread Orange Slices Romaine Salad with Italian dressing Milk	
<b>Snack</b> String Cheese Baby Carrots (HS) Green Beans (EHS) Ritz Crackers Milk Sliced turkey	Broccoli (HS) Peaches (EHS) Goldfish Crackers Milk	String Cheese Applesauce Ritz Crackers (EHS) WG Wheat Thins (HS) Milk Sliced turkey	Peaches Soft Pretzels Cream Cheese Milk Ketchup	Sliced Cheese Pears WG Sandwich Thins Milk Sliced turkey	
<b>10 Breakfast</b> Bananas WG Cereal Milk	<b>11 Bananas</b> Ritz Crackers Hardboiled Eggs Milk	<b>12 Triple Berry Blend</b> Waffles Milk	<b>13 Blueberries</b> WG Cereal Egg Milk	<b>14 Pineapple</b> Soft Pretzels Cream Cheese Milk Ketchup	
<b>Lunch</b> Beef Meatballs w/marinara sauce WG Roll Peaches Broccoli Milk	Sweet and Sour Chicken WG Brown Rice Pears Snap Peas Milk	Beef and WG Spaghetti Casserole Bananas Romaine Lettuce Salad w/ Ranch Italian	Chicken Curry Casserole Mandarin Oranges Broccoli Milk Fish sticks ketchup	Taco Salad: Seasoned Ground Beef, (V) Black Beans Lettuce, Tomato and WG Brown Rice Salsa Apricots Milk	
<b>Snack</b> String Cheese Fruit Cocktail Goldfish Crackers Milk Sliced ham	Snap Peas Soft Pretzel Cream Cheese Milk Ketchup	Sliced Cheese Applesauce WG Wheat Thins (HS) Ritz Crackers (EHS) Milk Sliced ham	Baby Carrots (HS) Pears (EHS) English Muffin Fruit Preserves Milk	String Cheese Strawberries Ritz Crackers Milk Sliced ham	
<b>Closed for Training ( August 17<sup>th</sup> to August 28<sup>th</sup>)</b>					
<b>31 Breakfast</b> Strawberries WG Cereal Yogurt Milk Egg					
<b>Lunch</b> WG Fish Sticks Peaches Steamed Cauliflower, Broccoli and Carrots Milk					
<b>Snack</b> Sliced Cheese Applesauce Ritz Crackers Milk Sliced turkey					

Children under 1: Breastmilk or Formula; Milk for 1 year olds: Whole Milk; Milk for children over 2 years: Unflavored Non-Fat Milk.  
 "KCI is an equal opportunity provider" All meals served meet the CACFP daily meal pattern and are low in salt, sugar and fat. Cereals include: MultiGrain Cheerios (WG), Cheerios (WG), Kellogg's Frosted Mini-Wheats Original (WG), Life (WG), Quaker Oatmeal Squares (WG).

# What happens if a student comes late?

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You must provide any student breakfast who comes into the program

Keep some extra components on hand

If a parent is continually bringing a child in late please make sure an attendance referral is submitted and a plan is put in place

- Regularly communicate with your FA!



# Healthy Habits Go Beyond Meal Time

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Drink more WATER; no outside beverages

Positive role-modeling

Food reflects various cultures

Offer a variety of foods

Applaud healthy appetites

Children are more likely to select healthy foods if they participate in prep/set up and eat creatively designed snacks- combine the components!

Help children and families to CHOOSE healthy foods! Family Events need to be healthy as well to continue classroom messages

- WE ARE HERE FOR YOU!!!

# Nutrition Experience Activities

For example:

- Banana muffins in toaster oven
- Smoothies in the blender
- Applesauce in slow cooker
- Activities need to be documented in your LESSON PLANS and on the Monthly Temp Log

At the beginning of the year, talk about new foods!

- Daniel Tries a New Food
- Dragons Love Tacos
- Eating the Alphabet
- Go, Go, grapes
- Rah, Rah Radishes

Make learning active and talk about why being active is important

Make sure to follow COVID policies (ask if you're not sure)



Resources available  
in Health Office!

# Other Health Office Tasks: Growth Assessments

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Height and weight screenings are completed by classroom staff within 45 days of child's start date, and again in the spring.

- Materials will be provided by the HNC and HA
- Check your growth chart to make sure it's accurate
- Remove child's shoes and any heavy jackets

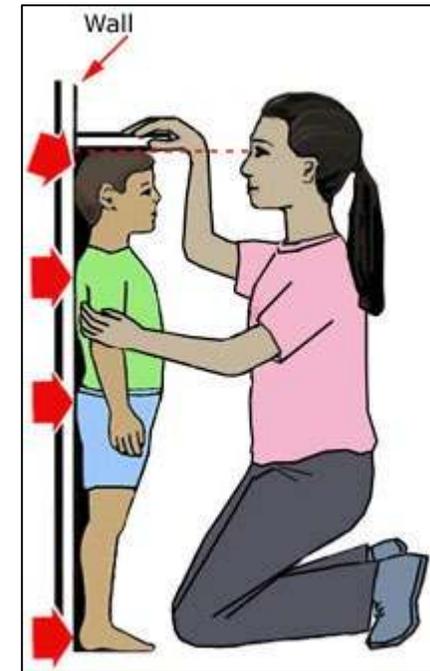


Photo credit: Centers for Disease Control and Prevention



### How to measure height?

1. Shoes off and remove any hair accessories
2. Child will stand with back against measuring device and heels **ALL THE WAY** against wall.
3. Turn white screw counterclockwise until is loose enough to move the head plate up and down
4. Move the head plate down until is touching the top of the child's head.
5. Secure the head plate by tuning the white screw until tight.
6. Have the student step out.
7. Read the number and write it on the height portion of the Growth assessment form.



### How to measure height?

1. Shoes off and remove any hair accessories
2. Child will stand with back against measuring device and heels **ALL THE WAY** against wall.
3. Read the number and write it on the height portion of the Growth assessment form.

# Eating Observations

**Eating observations are completed by classroom staff within 45 days of child's start date, and again in the spring.**

- Eating observation templates are in the Health & Nutrition shared server folder → Master Forms
- All observations must include comments that reflect the children's eating habits

**Kids' Corps, Inc. Head Start**  
**Child Eating Observation**

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_  
Observer: \_\_\_\_\_ Date: \_\_\_\_\_

1. How would you describe this child's appetite?  
Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

2. Does this child usually finish all his/her food?  
Yes \_\_\_\_\_ No \_\_\_\_\_

3. Is the child willing to try new foods?  
Yes \_\_\_\_\_ No \_\_\_\_\_

4. How many cups of water or milk does the child drink during the program day? \_\_\_\_\_  
(classroom paper cups = 1 oz)

5. What does the child drink the most of: Water \_\_\_\_\_ Milk \_\_\_\_\_ Both \_\_\_\_\_

6. If given a choice, what types of food does the child choose? (Check all that apply)  
Meat \_\_\_\_\_ Vegetable \_\_\_\_\_ Fruit \_\_\_\_\_ Bread \_\_\_\_\_ All \_\_\_\_\_

7. Briefly comment about this child's eating habits. (For example; fast/slow eater, overeater/ does not eat much at all, food allergies, fills up on liquids, table manners.)  
**Teachers are required to make comments on this section.**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: this form is to be completed twice during the program year

# Eating Observations

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Examples of real observation comments (names have been changed)

“Eats food so fast that she chokes. Hates vegetables”

vs

“She really enjoys meal times. Sometimes shoves her mouth so has to be asked to slow down. She gets and fills her plate up with so much, so practicing portion sizes”

“John loves to eat! He does stuff food and coughs it up, but we are working on small bites. He enjoys his meal times”

“She does not eat much at all”

vs

“Caleb will try new foods in small quantities, if encouraged. He always serves himself small portions”

Comments can also explain why you chose to answers to the questions above:

“Jane loves milk! She doesn’t usually finish the foods on her plate because she tends to serve herself large portions”

# Hearing and Vision Screenings

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Hearing and Vision screenings completed by KCI are on hold until further notice due to COVID

# Health Records

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If someone turns in documentation to you, such as : dental exams, physical exams, doctor notes, immunization records, please give them to your FA as soon as possible

Those documents come to us!

At the beginning of the year if students need those to start the teacher or FA can accept the documentation on site without the HNC processing this paperwork!

- You have the power!
- Check the Enrollment tracking form consistently (Google Doc)
- Highlighted yellow means missing health items

# Questions??

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