

## 2013-2014~Child Nutrition – Service Plan – Bishop Indian Head Start

Performance Standard	Action Steps	Person/Team Responsible	Time Frame	Documentation and Resource Indicators	Resources Needed	Outcomes
1304.23(a) <i>Identification of nutritional needs.</i>  <i>Staff and families must work together to identify each child's nutritional needs, taking into account staff and family discussion concerning:</i>	<ul style="list-style-type: none"> <li>• Enrollment assessments</li> <li>• Community assessments</li> <li>• Home Visits</li> <li>• Nutritional Committee</li> <li>• WIC information</li> </ul>	<p>Family Advocate</p> <p>Health &amp; Disabilities Manager</p> <p>Nutritional Committee</p> <p>Director</p> <p>Cook</p>	<p>Enrollment within 90 days of child's first attendance</p> <p>News Letters</p> <p>Document of parent contact within 2 working days</p>	<p>Child File</p> <p>Community Assessment Handbook</p> <p>Family Partnerships</p>	Paper for Letters	Promote open communication between Head Start and the Parent on the child's Nutritional needs and the services that can be offered to the families
1304.23(a)(1) <i>Any relevant nutrition related assessment data (height, weight, hemoglobin/hematocrit) obtained under 45 CFR 1304.20(a);</i>	<ul style="list-style-type: none"> <li>• Food Allergy/ restrictions</li> <li>• Ongoing Assessment &amp; Evaluation, Height &amp; Weight</li> <li>• Menus</li> </ul>	<p>Food Service Staff</p> <p>Parents</p>	<p>Parent education developed in 90 days from beginning of school year</p>			<p>We will be able to identify physical needs, is the child over weight or under, is he boarder line diabetic, etc.</p>
1304.23(a)(2) <i>Information about family eating patterns, including cultural preferences, special dietary requirements for each child with nutrition related health problems, and the feeding requirements</i>	<ul style="list-style-type: none"> <li>• Meal Patterns</li> <li>• Meal times</li> <li>• Parent Input</li> </ul>	<p>Family Advocate</p> <p>Health &amp; Disabilities Manager</p> <p>Parents</p> <p>Health Professional</p>		<p>Family Partnerships</p> <p>Child's File</p>		<p>Discover health problem, low income families and send them to areas that can help their situations</p>

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<p>of infants and toddlers and each child with disabilities (see 45 CFR 1308.20);</p> <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>	<ul style="list-style-type: none"> <li>Community Assessment Health Dept.</li> <li>Public Schools</li> <li>Toiyabe Indian Health Project</li> <li>IHS (Indian Health Services)</li> <li>Letters and information sent out to Parents</li> </ul>	<p>Health &amp; Disabilities Manager</p> <p>Indian Health Services Personnel</p> <p>Health Advisory Committee</p> <p>Health Professional Staff</p>	<p>Community assessment done at end of prior year</p> <p>Findings being at start of new year</p>	<p>Community Assessment Findings</p> <p>Family Partnerships</p>	<p>Being able to get information out to parents</p>
<p>1304.23(b)(1) (b)Nutritional services.</p> <p>(1) Grantee and delegate agencies must design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs and children with disabilities. Also, the nutritional program must serve a variety of foods which consider</p>	<ul style="list-style-type: none"> <li>Monthly Menus</li> <li>Menus reviewed by Nutritionist</li> <li>WIC Info to parents</li> <li>Consulting w/USDA program manager</li> <li>Meal pattern components</li> <li>Nutritional assessment</li> <li>Parent Input</li> <li>Letters to parents</li> </ul>	<p>Director</p> <p>Nutritionist or Dietician</p> <p>Health &amp; Disabilities Manager</p> <p>Cook</p> <p>CACFP/Site Consultant</p> <p>Parents</p> <p>Family Advocate</p>	<p>Menus handed out first day</p> <p>Nutritionist or Dietician review menu prior to the start of school</p> <p>Letters attached to menus 1<sup>st</sup> day of school</p>	<p>Purchase Orders for food buying</p> <p>\$ for vehicle gas to be able to buy groceries</p> <p>Menu Documentation</p> <p>Nutritionist or Dietician Documentation</p> <p>Child's File</p>	<p>We meet every child's needs in nutrition and inform parents the information needed to help them give their child the right foods needed to develop their brains and bodies</p>

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<p><i>cultural and ethnic preferences and which broaden the child's food experience.</i></p> <p><b>1304.23(b)(1)(i)</b>  <i>(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.</i></p>	<ul style="list-style-type: none"> <li>• Enrolled with CACFP/ USDA</li> <li>• Monthly documentation and Reimbursements Claims</li> </ul>	<p>Head Start Director</p> <p>Bishop Tribal Council</p> <p>CACFP/Site Consultant</p>	<p>Application renewed with CACFP prior to start of the new Fiscal year</p> <p>Monthly reimbursement applied for</p> <p>Daily monitoring of meal counts and food components</p>	<p>Documentation of Renewal Application</p> <p>Monthly reimbursement statements</p> <p>Fiscal Department Bishop Tribal Council</p>	<p>Stamps for Mailing Documents</p>	<p>Reimbursement to continue the Food program</p> <p>That each child receives 2/3 of his Nutritional needs at Head Start</p>
<p><b>1304.23(b)(1)(ii)</b>  <i>(ii) Each child in a part-day center-based setting must receive meals and snacks that provide at least 1/3 of the child's daily nutritional needs. Each child in a center-based full-day program must receive meals and snacks that provide ½ to 2/3 of the child's</i></p>	<ul style="list-style-type: none"> <li>• Meal Production records</li> <li>• Nutritional facts labels</li> <li>• Guidelines of CACFP are met</li> <li>• Cycle Menus</li> <li>• Monitoring meals</li> </ul>	<p>Director</p> <p>Cook</p> <p>Food Service Staff</p> <p>Teachers</p> <p>CACFP/Site Consultant</p> <p>Nutrition Committee</p>	<p>Daily Meal production records are completed and reviewed</p>	<p>Meal Production Records</p>		

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<p><i>daily nutritional needs, depending upon the length of the program day.</i></p> <p><i>1304.23(b)(iii) (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.</i></p>	<ul style="list-style-type: none"> <li>• All Head Start children receive a CACFP breakfast pattern meal.</li> <li>• Parent Letter</li> </ul>	<p>Cook Food Service Staff Director Teachers and All Head Start Staff</p>	<p>Daily all children are fed Breakfast, Lunch and a snack</p>	<p>Meal Count Documentation Attendance Records</p>	<p>Each and every child eats breakfast, lunch and a snack at the operating hours of Head Start</p>
<p><i>1304.23(b)(1)(iv) (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.</i></p>	<ul style="list-style-type: none"> <li>• Follow CACFP meal pattern guidelines for appropriate age group enrolled at center</li> </ul>	<p>Cooks Food Service Staff Head Start Director Health &amp; Disabilities Manager Nutritionist or Dietician</p>	<p>Menus are wrote following guidelines from the USDA meal component age appropriate guidelines</p>	<p>Meal Production Records</p>	

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<p>1304.23(b)(1)(v)  <i>(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.</i></p>	<ul style="list-style-type: none"> <li>• CACFP Meal patterns</li> <li>• Food Prep</li> <li>• Variety of Foods</li> <li>• Encouragement to try foods</li> <li>• Monitoring consumption of foods (meal production sheets)</li> <li>• Teacher input</li> <li>• Case Management</li> <li>• Parent input</li> <li>• Letters to Parents</li> </ul>	<p>Director  Cook  Food Service Staff  Teachers &amp; Head Start Staff  Health &amp; Disabilities Manager  Parents  Family Advocate</p>	<p>Menus  Meal Production Records  Minutes from Nutritional and Health Advisory Committees  Minutes from reviews and meetings with Nutritionist or Dietician  Parent Input Records  Menus  Food Purchase List  Standard Recipes</p>	<p>That each child while attending Head Start, will have healthy meals</p>
<p>1304.23(b)(1)(vi)  <i>(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</i></p>	<ul style="list-style-type: none"> <li>• Home Visits, discussion of CACFP guidelines</li> <li>• Staff In-Services</li> <li>• Low Fat milk</li> <li>• No Salt/Sugar additionally added to food served</li> </ul>	<p>Food Service Manager  Health &amp; Disabilities Manager  Nutritionist or Dietician</p>	<p>Meal Counts  Daily Attendance Records</p>	<p>That each child while attending Head Start, will have healthy meals</p>
<p>1304.23(b)(1)(vii)  <i>(vii) Meal and snack periods in center-based settings must be appropriately scheduled and adjusted, where necessary, to ensure that individual needs</i></p>	<ul style="list-style-type: none"> <li>• Meals and snacks are scheduled at same times each school day, except when deemed necessary to change</li> <li>• Encouraging children to eat</li> <li>• Monitoring hungry children and children</li> </ul>	<p>Teachers  Director  Health &amp; Disabilities Manager</p>	<p>Daily</p>	<p>That each child while attending Head Start, will have healthy meals</p>

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<p>are met. Infants and young toddlers who need it must be fed "on demand" to the extent possible or at appropriate intervals.</p> <p>1304.23(b)(2)                  (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>1304.23(b)(3)                  (3) Staff must promote effective dental hygiene among children in conjunction with meals.</p>	<p>who do not want any foods</p> <ul style="list-style-type: none"> <li>• Staff In-services</li> <li>• Parent In-services and information on tooth decay</li> <li>• Dental Visits</li> <li>• Supplied toothbrushes and toothpaste</li> <li>• Teaching staff teach proper techniques and supervise teeth brushing</li> <li>• Staff encourage and assist parents with Dental appointments</li> <li>• Quarterly fluoride treatments</li> </ul>	<p>Head Start Director</p> <p>Health &amp; Disabilities Manager</p> <p>Teaching Staff &amp; Aids</p> <p>Dental Professionals</p> <p>Family Advocate</p> <p>Parents</p>	<p>Daily (2xs)</p>	<p>\$ for Tooth brushes and tooth paste</p> <p>\$ for Fluoride treatments</p>	<p>That each child will learn about Dental Care and have dental care while attending Head Start and that each parent will learn how important that care is...</p>
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<p>1304.23(b)(4) (4) Parents and appropriate community agencies must be involved in planning, implementing, and evaluating the agencies' nutritional services.</p>	<ul style="list-style-type: none"> <li>• Menus home each Month</li> <li>• Classroom Nutrition activities</li> <li>• Parent input</li> <li>• WIC information</li> <li>• Nutrition Committee</li> <li>• Professional Organizations</li> <li>• information In-services with parent and staff</li> </ul>	<p>Health &amp; Disabilities Manager Director Cook Nutritional Committee WIC Rep. Health Professionals Head Start Staff Parents Teachers &amp; Class Aids Head Start Director Health &amp; Disabilities Manager Director</p>	<p>Monthly Menu Monthly Nutritional Committee meet Throughout the year In-service and trainings for staff and parents Daily Family Style eating Monthly child food activities</p>	<p>Menus Documentation of Meetings Documentation of In-services</p>	<p>Involved parents learning about good nutritional foods and how to incorporate and prepare in their own homes Parents learning about the importance of Family Style setting values and just learning about the child's day</p>
<p>1304.23(c)</p>	<ul style="list-style-type: none"> <li>• Eating patterns and appropriate behavior at meal times</li> <li>• Family Style Meals served</li> <li>• Classroom activities (Children preparing snacks on scheduled days)</li> <li>• Teacher curriculum on different kinds of foods</li> </ul>				
<p>(c) Meal Services.</p>					
<p>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) (1) A variety of food is served which broadens each child's food experiences;</p>			<p>Monitoring &amp; Documentation 3 times a year Monthly Menus</p>	<p>Menus Monitoring Documentation</p>	<p>Teaching children and parents there are better alternatives to healthy eating besides fast food That food isn't used as a tool to get or not to get something, but how it nourishes our bodies and makes the child's mind and body to develop properly Parents realizing the importance of Family Time together even if it is meal time</p>

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<p>1304.23(c)(2)  <i>(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;</i></p>	<ul style="list-style-type: none"> <li>• New foods are added to menus</li> <li>• Activities in classroom on the new foods to be introduced</li> <li>• Cultural Days and Cinco de Mayo Days</li> <li>• Home Visits</li> <li>• Trainings for parents on meal preparation</li> <li>• Food recipes given to parents</li> </ul>	<p>Cook</p> <p>Food Service Staff Director</p> <p>Cook</p> <p>Health &amp; Disabilities Manager</p> <p>Family Advocate</p>	<p>Home Visits</p> <p>Fall Cooking Training (within 90 days) Spring Cooking Training (within 90 days of winter break)</p> <p>Daily</p>	<p>Menus</p> <p>Meal Production Records</p>	<p>Each child that enters Head Start will be offered a nutritious meal and supplement needed to meet his/her 2/3 daily nutrition needs</p>
<p>1304.23(c)(4)  <i>(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</i></p>	<ul style="list-style-type: none"> <li>• Teachers following this standard</li> <li>• Monitoring meal times</li> <li>• Scheduled meal times</li> <li>• Meal service in classroom</li> <li>• Family Style</li> <li>• Plenty allowance time for food consumption</li> <li>• Adapting proper Family Style curriculum in classrooms</li> <li>• All Teachers and class Aids eat together and eat same foods, and have conversation with children on food</li> <li>• Encouraging Parents to</li> </ul>	<p>Teachers</p> <p>Parents</p> <p>Teachers</p> <p>Head Start Director</p> <p>Director</p> <p>Teachers</p> <p>Head Start Director</p> <p>Director</p> <p>Parents</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>	<p>Monitoring Documentation</p> <p>\$ needed to buy accommodating Family Style serving ware</p>	<p>\$ needed to buy accommodating Family Style serving ware</p>
<p>1304.23(c)(6)  <i>(6) Medically-based diets or other dietary requirements are</i></p>	<ul style="list-style-type: none"> <li>• Encouraging Parents to</li> </ul>	<p>Parents</p>	<p>Daily</p>	<p>Enrollment of Child</p> <p>Child's File</p> <p>Child Nutritional</p>	<p>\$ to buy food Substitutes and special serving ware or equipment for special texture diets</p>



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<p>accommodated; 1304.23(c)(7) (7) As developmentally appropriate, opportunity is provided for the involvement of children in food-related activities.</p>	<p>come and be involved at meal times</p> <ul style="list-style-type: none"> <li>• Nutritional assessment at enrollment</li> <li>• Nutritionist or Dietitian consult</li> <li>• Staff In-services</li> <li>• Doctors recommendation and documentation</li> </ul>	<p>Family Advocate Health &amp; Disabilities Manager Director Nutritionist or Registered Dietician Medical Doctor Teachers &amp; Aids</p>		<p>Assessment  Menus Meal Production Records</p>	<p>\$ To buy equipment for classroom projects (cookie cutters, etc.)</p>	<p>Each child receives a food experience (besides eating) and learning about different kinds of foods and how they make them grow</p>
<p>1304.23(d) (d) Family assistance with nutrition. Parent education activities must include opportunities to assist individual families with food preparation and nutritional skills.</p>	<ul style="list-style-type: none"> <li>• Children being involved in Family Style meal times (setting table, serving self, cleaning up, etc.)</li> <li>• Classroom Nutrition activities</li> <li>• In-services and Food prep and cooking trainings</li> <li>• Information flyers about USDA and the CACFP Nutrition Committee</li> <li>• WIC Information</li> <li>• Indian Health Service inspections and documentation on findings</li> </ul>	<p>Cook Food Service Staff Family Advocate Parents Health &amp; Disabilities Manager Director Cook Food Service Staff Family Advocate</p>		<p>Family Partnerships Documentation Parent Trainings</p>	<p>\$ for Parent trainings to buy Food and Supplies</p>	<p>Parents learning about different foods and how it effects their child's development  Parents learning cooking skills and new ideas on how to prepare nutritional meals at home</p>

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<p>1304.23(e)(1) (e) Food Safety and sanitation.  (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>	<ul style="list-style-type: none"> <li>• Food Handling requirements for all Head Start staff are trained and certified for 2 years, when renewal is then required (Annually)</li> <li>• Annual In-service on Blood borne Pathogens are presented from Indian Health Services</li> <li>• Dish machines are maintenance checked monthly and documented</li> <li>• Contracted Dewey Pest Control for insect and rodent control</li> <li>• Lead Testing on water documentation</li> <li>• Weekly documentation of Kitchen cleaning schedules</li> <li>• Kitchen Staff meetings</li> <li>• Only buy Food products from USDA approved Vendors</li> </ul>	<p>Teachers</p> <p>Director Health &amp; Disabilities Manager Indian Health Services Head Start Director Cook</p>	<p>Daily cleaning and documentation recorded</p> <p>Weekly checks and monitoring</p> <p>Annual Inspection from Indian Health Services</p> <p>Monthly Inspections from Dewey Pest Control</p> <p>Monthly Inspections on Dish Machine</p> <p>Food Handlers certificates maintained for two years and Annual training from Indian Health Services on Food Handlers and Blood Borne Pathogens</p> <p>MSDS Annual Staff training on 'Right to Know'</p>	<p>Weekly Documentation Reports</p> <p>Annual Indian Health Service Findings Reports</p> <p>Documentation of Correction Reports</p> <p>Monitoring of Food Handlers</p> <p>Kitchen In-service minutes</p> <p>Documentation of MSDS In-service</p>	<p>\$ to buy cleaning supply and any equipment replacement cost</p> <p>\$ for Related out of town training cost</p>	<p>Head Start children and staff are served Safe and Healthy meals and the Food Handling preparation area is clean and sanitized, food is stored and cooked at correct temperatures and that all aspects of the kitchen are of the highest compliance</p>
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