

Tri-County Community Council, Inc.
Head Start

Section: **Child Nutrition** P.S. 1304.23

Subject: **Choking Prevention**

POLICY:

Foods served to Head Start children during the school day will be of size and consistency appropriate to their chewing and swallowing ability.

PROCEDURE:

1. Children will be watched during meals and snacks to ensure they:
 - a. Sit quietly
 - b. Eat slowly
 - c. Chew food well before swallowing
 - d. Eat small portions and take only one bite at a time
 - e. Finish swallowing before leaving the table

2. Foods will be prepared so that they are easy to chew:
 - a. Round foods, like hot dogs, will not be served unless they are cut lengthwise into thin strips
 - b. Fish will not be served with bones
 - c. Peanut butter will be spread thinly
 - d. Seeds and pits will be removed from fruit.
 - e. Foods will be prepared in a manner consistent with USDA recipes developed for preschool age children.

3. The following foods will not be served to children younger than four years of age due to risk of choking:
 - a. Hot dog rounds
 - b. Hard candy
 - c. Whole Peanuts
 - d. Whole grapes
 - e. Cherries with pits
 - f. Popcorn
 - g. Chunks of carrot, celery or other raw hard vegetables
 - h. Hard Pretzels
 - i. Chewing gum
 - j. Large spoonfuls or chunks of peanut or other nut butters
 - k. Large chunks of meat

Tri-County Community Council, Inc.
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Section: **Child Nutrition** P.S. 1304.23

Subject: Classroom Nutrition Activities

POLICY:

It is the policy of Tri-County Community Council, Inc. Head Start that any food used in classroom activities contributes to an overall healthy diet and encourages children to make healthy food choices.

PROCEDURE:

1. Teachers are to conduct nutrition based classroom activities two times each month.
2. Teachers must submit (by courier, fax or e-mail) a Nutrition Activity Request Form to the Nutrition Coordinator for approval two weeks prior to the date the activity is to occur. The form must include a brief description of the activity and a list of the foods and amounts needed for the activity.
3. Foods used must conform to all Head Start policies concerning food and nutrition including, but not limited to, the Head Start Wellness Policy and the Head Start Choking Policy.
4. The Nutrition Coordinator will review the submission and determine if the food is appropriate for the classroom. She will then inform the cook if the food may be purchased. If the food requested does not meet our guidelines the teacher will be informed and assisted in finding an alternate food or activity.
5. Cooks are not to purchase foods for classroom activities without prior approval of the Nutrition Coordinator.
6. Teachers are encouraged to use classroom activities as an opportunity to increase the variety of fruits and vegetables their children are exposed to and to model healthy eating behaviors.
7. The Nutrition Coordinator will provide appropriate nutrition activities to teachers as requested.

Tri-County Community Council, Inc.
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Section: Child Nutrition P.S. 1304.23

Subject: Emergency Meal Policy

POLICY:

It is the policy of Tri-County Community Council, Inc. to provide children with nutritious meals. In the event of an unplanned absence of a center cook, centers will provide the following emergency meal(s), if available staff is not capable of preparing the regularly scheduled meal.

PROCEDURE:

1. If a cook is unexpectedly absent, the Center Coordinator will contact the Nutrition Coordinator and advise if they are able to prepare the regularly scheduled meal.
2. If the center needs to prepare an emergency meal the USDA meal pattern will still be followed for each meal.
3. The cook will ensure that food items needed for emergency meals will be on hand at all times.
4. Menu changes will be documented on monthly menu.

Breakfast	
Grains/Breads	Cereal
Fruit/Vegetable	Sliced Peaches (or fruit on regular menu for that day)
Milk	1% Milk
Extra	Toast w/Jelly (at center's discretion)
Lunch	
Meat/Meat Alternate	Turkey Hot Dog (sliced lengthwise in Beanie Weanie recipe)
Fruit/Vegetable	Baked Beans (in Beanie Weanie recipe)
2 nd Fruit/Vegetable	Mixed Fruit (or fruit on regular menu for that day)
Grain/Bread	Sliced Wheat Bread
Snack	
Fruit	Applesauce (or fruit on regular menu for that day)
Grain/Bread	Choice of animal, graham, cheese or wheat crackers

Tri-County Community Council, Inc.
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Subject: Field Trip Meal Counts

POLICY:

All meal counts are to be accurate and taken at the point of meal service.

PROCEDURE:

1. If the children are served meals during a field trip meal counts must be taken at the time the children are eating the meal.
2. The teacher will take a copy of the meal count roster with the class on the field trip.
3. At the time of meal service the teacher or other designated staff person will mark the roster, showing which children are present and eating, which are absent and the number of adults eating the school meal.
4. Upon returning from the field trip, the teacher will give the completed roster to the cook who will transfer the information to the CCFP meal count documents. The roster taken on the field trip will be kept with the other meal count rosters for back-up documentation.

Tri-County Community Council, Inc.
Head Start

Section: **Child Nutrition** P.S. 1304.23

Subject: Food Safety and Sanitation

POLICY:

It is the policy of Tri-County Community Council, Inc. Head Start to follow recognized guidelines, including those from USDA, for food safety and sanitation.

PROCEDURE:

1. All staff will know and follow their local health department food safety requirements.
 - a. Child care staff directly involved with preparing and serving food will read and be familiar with the following publications:
 1. The Food Hygiene Rule Chapter 64E-11, Florida Administrative Code
 2. USDA Keeping Kids Safe
 3. Food Safety in the Child Care Food Program
2. Any deficiencies noted in health department or in-house monitoring will be corrected promptly. Corrections will be documented and copies sent to the Nutrition Coordinator.
3. There will be adequate and safe storage space for all food and non-food supplies.
 - a. All food storage areas must be free of any type of rodent and /or insect infestation.
 - b. Adequate refrigeration must be provided for all foods needing refrigeration; temperature must be maintained at 41° F or below.
 - c. Adequate freezer space must be provided; temperature must be maintained at 0° F or below.
 - d. Conspicuously-located thermometers will be placed in all refrigerators and freezers. Temperatures will be checked and documented first thing each morning.
 - e. All cleaning supplies and other toxic materials must be safely stored out of the reach of children and away from the food.
4. Foods purchased and received should be wholesome, free from spoilage, packaged safely and free from spoilage and received and stored at safe temperatures. When shopping or receiving food, center staff should be aware of the condition of food and practice the following:
 - a. Choose canned goods that are free from dents, cracks, rust, bulging lids; check package for holes, tears and open corners.
 - b. Purchase dated packages only if the “sell by” date has not expired.
 - c. Expired foods will be disposed of properly.
 - d. Date incoming food items to help rotate stock properly. Place oldest food in front to ensure foods are used on a first in, first out basis.
 - e. Dry goods will be stored in airtight containers at least six inches off the floor.
 - f. Refrigerate or freeze perishables within two hours.
 - g. Store wrapped raw meat, poultry or seafood in a container on the lowest shelf of the refrigerator to prevent their juices from coming into contact with other foods.

Tri-County Community Council, Inc.
Head Start

Section: **Child Nutrition** P.S. 1304.23

Subject: Food Safety and Sanitation (page 2)

POLICY:

It is the policy of Tri-County Community Council, Inc. Head Start to follow recognized guidelines, including those from USDA, for food safety and sanitation.

PROCEDURE (PAGE 2):

5. The following personal hygiene guidelines will be followed by all staff who enter the kitchen:
 - a. Hairnets must be worn by all staff and/or volunteers who work in the kitchen.
 - b. Wash hands frequently and thoroughly with hot soapy water. At a minimum hands are to be washed after using the bathroom, before and after handling the food, after taking breaks, after taking out the trash and after sneezing or touching hair or face.
 - c. Use disposable towels for drying hands.
 - d. Cough or sneeze into disposable tissues only, and wash hands afterwards. Do not sneeze or cough on food.
 - e. Center staff who are ill or who have an infected cut or a skin infection that could come into contact with food, shall not be permitted to work with food. All superficial cuts shall be covered with a bandage and disposable glove.
 - f. Outer clothing will be kept clean.

6. All staff will observe the food handling guidelines outlined in the booklet, Food Safety in the Child Care Food Program – Guidance for Child Care Providers. The guidelines include, but are not limited to:

A. Clean

1. Hands and surfaces often with hot soapy water. Hands are to be washed in the hand sink, not the food prep sink.
2. Wash, rinse and sanitize cutting boards, dishes, utensils, and countertops after each use.
3. Rinse all fresh fruits and vegetables before you serve them.
4. Clean kitchen surfaces with sanitizing solution and paper towels.
5. Wash all dishes and pots and pans in a mechanical dishwasher.
6. When using a mechanical dishwasher, the wash water should be 165°F.
7. The rinse water should be 195°F to ensure sanitation of the dishes and utensils
8. Air dry all kitchen equipment.
9. Floors in the dining room will be swept after each meal and mopped each day after snack service.

**Tri-County Community Council, Inc.
Head Start**

Section: Child Nutrition P.S. 1304.23

Subject: Food Safety and Sanitation (page 3)

POLICY:

It is the policy of Tri-County Community Council, Inc. Head Start to follow recognized guidelines, including those from USDA, for food safety and sanitation.

PROCEDURE (PAGE 3):

B. Separate

1. Separate raw meat, poultry and seafood from other foods when shopping or storing food in the refrigerator
2. Use separate cutting boards for meats and fruits/vegetables. Label the boards to avoid confusion.
3. NEVER place cooked food on a plate or platter that previously held raw meat until the plate/platter has been washed and sanitized.

C. Cook

1. Use a sanitized thermometer to determine the internal temperature of foods. Foods will be cooked to a safe internal temperature according to the chart below:

Safe internal cooking temperatures of selected foods

Food	Minimum Internal Temperature
Roasts (Beef, Pork and Ham)	170° F
Poultry and poultry dish	165° F
Ground meat	160° F (no pink remains)
Ground poultry	165° F
Eggs	Cook until the white and yolk are firm
Egg dishes	160° F
Fish	145° F, cook until opaque and flaked easily with fork
Leftovers	165° F
Foods cooked in microwave	165° F
Sauces, gravy, soups	Heat until boiling

Note: These temperatures include an extra margin of safety for young children.

2. Hot foods should be cooked to the required temperature then held at 135°F or above until serving time. Cold foods will be kept at 40°F or below.

D. Chill

1. Refrigerate or freeze perishables immediately.
2. Never defrost at room temperature
3. Divide large amounts of leftovers into small shallow containers to cool quickly in the refrigerator. Leftovers must be cooled down to at least 41°F within four hours of preparing and serving.
5. Do not pack the refrigerator – cool air must circulate to keep food safe.

Tri-County Community Council, Inc.
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Section: Child Nutrition P.S. 1304.23

Subject: Grocery Shopping

POLICY:

Grocery shopping (as opposed to vendor food purchases) shall be allowed one time per week and then ONLY when the following procedures are followed.

PROCEDURE:

1. The Cook will list all food to be purchased at the store on the current year's Grocery Order form.
2. The Cook will then fax the Grocery Order form to the Nutrition Coordinator for approval PRIOR to going to the store.
3. Once the Nutrition Coordinator has approved and signed off on the Grocery Order form the Cook will consult with the Center Coordinator to determine if any other supplies are needed for the week. The Center Coordinator will decide if she or the Cook will go to the store for food/supplies.
4. If any changes to the approved list become necessary (e.g. food not available in approved form, prices for approved food excessively high, sale prices on seasonal fresh fruit not already approved) the Cook or Center Coordinator will call the Nutrition Coordinator for verbal approval to change the Grocery Order.
5. After the purchases are made, the receipt and a copy of the approved Grocery Order will be sent to the administrative office in Westville.
6. The Nutrition Coordinator will compare the store receipt to the approved Grocery Order.
7. If food has been purchased with out prior approval, the staff purchasing the food will receive a verbal warning for the first offense. Repeated offenses can result in unpaid days off and possible dismissal.

Tri-County Community Council, Inc.
Head Start

Section: **Child Nutrition** P.S. 1304.23

Subject: Head Start Meals

POLICY:

It is the policy of Tri-County Community Council, Inc. Head Start to provide nutritious meals as well as opportunities for learning to all children attending the program.

PROCEDURE:

1. Head Start will use USDA funds to provide meals.
2. Head Start will conduct its food service operation using guidelines set forth in the Policy and Procedure Manual for Sponsoring Organizations of Child Care Centers participating in the Child Care Food Program.
3. Foods served will be nutrient dense and low in sugar, salt and fat. A variety of foods will be served to broaden each child's food experiences.
4. All meals served will comply with USDA meal patterns for both components and quantity.
5. As a full day program, Head Start will provide enrolled children with 2/3 of their daily nutritional needs, including a nourishing breakfast. Any child arriving after breakfast has been served, but more than an hour before lunchtime, will be served a nutritious breakfast containing all the components for breakfast as required by USDA.
6. Parents of enrolled children will be provided with educational opportunities to assist them with food preparation and healthy eating decisions through parent meetings and newsletter articles.
7. Food will not be used as punishment or reward. Children will be encouraged, but not forced, to eat or taste their food and beverages.
8. To contribute to the socialization and development of each child enrolled in the program, all center staff (center coordinator, center assistant, teachers, teacher assistants, family service worker, cook) and volunteers will eat family style with the children and will eat the same menu as the children. If a staff person cannot eat the same food as the children, they must provide their Center Coordinator and the Nutrition Coordinator with a written statement from their medical provider stating the condition and the foods not allowed.
9. Family style service includes children serving themselves at least one item per meal service. Children should serve themselves cold or room temperature food items such as fruit or bread, instead of hot or "messy" foods such as grits or soup.

Tri-County Community Council, Inc.
Head Start

Section: **Child Nutrition** P.S. 1304.23

Subject: Head Start Meals (page 2)

POLICY:

It is the policy of Tri-County Community Council, Inc. Head Start to provide nutritious meals as well as opportunities for learning to all children attending the program.

PROCEDURE (PAGE 2):

10. Children will use silverware appropriate in size and type for the foods served (i.e., spoon for cereal, soup; fork for spaghetti, turkey breast)
11. Each child will be allowed sufficient time to eat their meal
12. Staff will provide enrolled children the opportunity to participate in food related activities that are developmentally appropriate and nutritionally sound.
13. Centers will post evidence of compliance with applicable state, tribal and local food safety and sanitation laws through inspection reports in an area that is readily accessible to the public.
14. All vendors serving Head Start food service operations will be licensed by the state of Florida.
15. All food served in the center will be prepared at the center by center staff and/or properly trained volunteers unless prior approval has been given by the Nutrition Coordinator and the Center Coordinator. Any foods brought from home must conform to all Head Start policies regarding food safety, wellness and nutrition. In addition, foods to be shared among the children must be either whole fruits or commercially prepared packaged foods in factory sealed containers.
16. Parents, staff, and appropriate community agencies will be involved in menu planning and evaluation of Head Start nutrition services. This involvement will include surveys, the self assessment process, and menu approval by the Policy Council and the Health Services Advisory Committee.

Tri-County Community Council, Inc.
Head Start

Section: **Child Nutrition** P.S. 1304.23

Subject: Meal Times

POLICY:

Any changes to USDA meal times must be pre-approved by the Nutrition Coordinator.

PROCEDURE:

1. Meal times must be approved each year by USDA. Adherence to approved meal times is a component of the USDA meal review. Failure to comply with approved meal times can result in meals being disallowed.
2. Meal times are currently approved as follows: Breakfast - 8:30 A.M.; Lunch - 11:00 A.M.; Snack - 1:30 P.M.
3. If these times need to be altered for any reason the Center Coordinator must submit a Meal Time Change Request form to the Nutrition Coordinator. For non-emergency situations the form should be submitted at least one week before the date of the requested change.
4. Meal times are not to be changed until approved by the Nutrition Coordinator.
5. If meal times need to be changed to accommodate a field trip the requested change will be noted on the Field Trip Request Form.

Tri-County Community Council, Inc.
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Section: **Child Nutrition** P.S. 1304.23

Subject: Menu Changes

POLICY:

Menus will be followed as written to ensure children receive meals which comply with USDA guidelines.

PROCEDURE:

1. Menus are developed by the Nutrition Coordinator/RD according to USDA guidelines. The menus are then approved by the USDA consultant, Policy Council and the Health Advisory Committee.
2. Menus will not be changed without prior permission from the Nutrition Coordinator.
3. If food items are unavailable or a situation arises necessitating a menu change, the cook (or Center Coordinator or other designated person if the Cook is absent) is to submit a Menu Change Request Form to the Nutrition Coordinator prior to making the change.
4. If approval for such a change is given the cook will then document the change on the menu. The cook will also inform the Center Coordinator and all teachers of the change and ensure classroom menus are updated.
5. If menus are changed without prior approval, the staff person responsible will receive a verbal warning for the first offense. Repeated offenses can result in unpaid days off and possible dismissal.

Tri-County Community Council, Inc.
Head Start

Section: **Child Nutrition** P.S. 1304.23

Subject: Parties and Treats

POLICY:

It is the policy of Tri-County Community Council, Inc. Head Start to encourage the children that attend this program to develop positive healthy habits by exposing them to fun, yet healthy ways to celebrate.

PROCEDURE:

1. Parents are not permitted to bring any food into the center for consumption by Head Start children without prior approval of the Nutrition Coordinator. In no circumstances are parents to bring candy or soda to the center. Parents will be notified of this policy during enrollment.
2. Parents who wish to provide treats to their child's class (for birthdays, etc.) are encouraged to bring non-food treats such as stickers, erasers or small toys instead of food.
3. Any food treats may not be given to children until the last USDA meal of the day (usually snack) has been served.
4. All food served in the center must be prepared at the center by Head Start staff unless approved by the Nutrition Coordinator. Parents are allowed to volunteer in the kitchen to assist the cook in making items for the children with prior approval from the Nutrition Coordinator.
5. For food safety reasons Tri-County Community Council Head Start cannot allow homemade foods or any food not in original packaging from a retail store to be served to the children.
6. No foods with excessive amounts of sugar and/or fat per serving will be served to children. See the Head Start Wellness Plan for more details on allowable fat and sugar limits.
7. The monthly birthday cake and sweet menu items are to be made according to USDA recipes only.
8. Parents and staff may contact the Nutrition Coordinator for healthy party food/treat suggestions.
9. All foods served during school hours will conform to all Head Start policies and plans including, but not limited to those dealing with food safety and nutrient content.

Tri-County Community Council, Inc.
Head Start

Section: **Child Nutrition** P.S. 1304.23

Subject: Refrigerator/Freezer Temperatures

POLICY:

Food items will be held at appropriate temperatures to ensure food safety.

PROCEDURE:

1. Each refrigerator, freezer and/or milk cooler will have a working thermometer that is easily visible.
2. Each refrigerator, freezer and/or milk cooler will have a temperature log attached to the appliance.
3. Upon arriving at work each morning the cook will document each appliance's temperature on the temperature log.
4. If the temperature of a refrigerator compartment or milk cooler is above 41°F and/or the temperature of a freezer is above 0°F the cook will inform the Center Coordinator and the Nutrition Coordinator.
5. The cook will adjust the appliance's temperature controls and monitor it until it reaches a safe temperature. If it does not reach a safe temperature the Cook will inform the Center Coordinator and the Nutrition Coordinator so steps may be taken to ensure the safety of the food and repair or replace the appliance.

Tri-County Community Council, Inc.
Head Start

Section: **Child Nutrition** P.S. 1304.23

Subject: Special Dietary Needs

POLICY:

Tri-County Community Head Start will provide appropriate, nutritionally adequate meals to children with special dietary needs.

PROCEDURE:

1. Special dietary needs will be discussed with the child's parent/guardian at the time of enrollment.
2. If the child has special dietary needs the parent will be advised that we must have a completed Child Care Food Program Medical Statement for Children with Disabilities and Special Dietary Conditions from the child's medical provider stating the nature of the condition, foods that must be restricted or altered and appropriate food substitutions. The parent/guardian must also sign a Modified Meal Form.
3. If a child is on a special diet for non-medical reasons (i.e. vegetarian, religious), Tri-County Head Start will accommodate the child's diet as much as possible upon receipt of a signed Modified Meal Form from the parent outlining which foods are to be restricted/altered.
4. Under no circumstances will a child be served a meal that does not contain all required USDA components.
5. The originals of all information pertaining to special diets for children must be forwarded to the Nutrition Coordinator for review including, but not limited to, notes indicating that a special diet is no longer needed.
6. This information will also be shared with the center cook and the child's teacher. This information is to be treated as confidential medical knowledge.
7. The Family Service Worker and/or Center Coordinator will complete the Modified Meal Form. When the form has been completed and signed by the parent, cook, teacher and Center Coordinator the original form and accompanying documentation (CCFPMSCD) will be forwarded to the Nutrition Coordinator.
8. The Nutrition Coordinator and the center cook will review the menu, noting any necessary changes to ensure that the child's special dietary needs will be met at each meal.

Tri-County Community Council, Inc.
Head Start

Section: **Child Nutrition** P.S. 1304.23

Subject: USDA Monitoring

POLICY:

Monitoring will be done on a regular basis to ensure USDA and Head Start regulations are followed.

PROCEDURE:

1. At least three times per year an unannounced meal review will be completed for each center. The review will be conducted using the Child Care Food Program form.
2. A copy of the completed monitoring form will be given to the Cook, the Center Coordinator and the Head Start Director
3. The original form will be filed in the Nutrition Coordinator's office.
4. CCFP monitoring forms will be reviewed annually by the USDA CCFP Consultant.
5. In addition to the three required USDA reviews, the Nutrition Coordinator will also do periodic foodservice reviews using the Head Start Food Service Monitoring Form.

Tri-County Community Council, Inc.
Head Start

Section: **Nutrition** P.S. 1304.23

Subject: **USDA Regulations**

POLICY:

It is the policy of Tri-County Community Council, Inc. Head Start to conduct our child nutrition program according to the guidelines of the USDA Child Care Food Program Procedures Manual.

PROCEDURE:

1. The USDA Child Care Food Program Procedures Manual will be kept in the Nutrition Coordinator's office to be used as reference when needed.
2. The Head Start Nutrition Coordinator, under the direction of the Head Start Director and the Executive Director of Tri-County Community Council, Inc. will prepare and submit the annual renewal of the USDA contract.
3. The Head Start Nutrition Coordinator will be responsible for submitting any changes to the contract that arise during the contract.
4. When children are enrolled in the Head Start program the Family Service Worker and/ or the Center Coordinator will have the parent complete the Menu Survey, Nutrition History and Child Participation Form. The originals of these forms and a copy of the child's Eligibility Priority Criteria form are to be submitted to the Nutrition Coordinator within one week of completion.
5. The Child Participation Forms and Eligibility Priority Criteria forms (in place of the old Free and Reduced Meal Applications) will be kept on file in the Nutrition Coordinator's office.
6. The Nutrition Coordinator will compile the reports from all the centers and submit them to the Tri-County Community Council, Inc. Bookkeeper to be filed on-line with USDA.
7. Unannounced Meal reviews will be conducted by the Nutrition Coordinator no less than three times during the USDA fiscal year per site using the Site Review Form provided by USDA. Each meal type (breakfast, lunch, and snack) will be observed during the fiscal year at each site. No more than six months may elapse between reviews of each site.
8. If deficiencies are found during the meal review, the Center Cook must submit a corrective action plan, complete with time lines for corrections, to the Nutrition Coordinator within one week of the review. The Nutrition Coordinator must follow up to ensure that all corrections listed on the corrective action plan are completed in the time frame outlined in the plan.
9. Foods will be prepared using standardized recipes from USDA or other approved recipes only.

Tri-County Community Council, Inc.
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10. Monthly USDA reports will be submitted to the Nutrition Coordinator to be processed by the first day of each month. These reports will include:
- A. Copy of the menu served for each meal that month.
 - B. Copy of approved Menu Change Request Forms, if applicable
 - C. Completed Production Records for the month
 - D. Monthly Inventory Form
 - E. PAR (Personnel Activity Record) forms
 - F. CCFP monthly meal count record.
 - G. Monthly Attendance Record (completed and totaled daily by each classroom teacher/teacher assistant)
 - H. Meal Count Record by Name (5 day option) listing the children individually in alphabetical order (completed by the Cook).
 - I. The monthly refrigerator and freezer logs completed by the Cook for each refrigerator and freezer used to store food.
 - J. The Florida Department of Health Child Care Food Program Child Care Center Claim form completed and signed by the Cook.

Note: All attendance and/or meal count forms must have the children listed in alphabetical order using their legal names – no nicknames or middle names in place of first names.

11. All USDA records for the program will be kept in the Nutrition Coordinator's office for no less than three years.

Tri-County Community Council, Inc.
Head Start

Section: **Child Nutrition** P.S. 1304.23

Subject: **VPK Snack Policy**

POLICY:

It is the policy of Tri-County Community Council, Inc. to provide children attending the VPK or extended care program with a nutritious snack. It is the responsibility of the VPK teacher to prepare, serve, and clean up after the snack.

PROCEDURE:

1. The Nutrition Coordinator has compiled a book of approved snacks which will be distributed to each center.
2. The VPK teacher may serve a snack not on the pre-approved list only if approved in writing by the Nutrition Coordinator.
3. The VPK teacher will submit a grocery list of foods required for the following week's snacks to the Nutrition Coordinator by Thursday noon each week.
4. The Nutrition Coordinator will deliver the requested foods to the cook as part of each Monday's produce delivery.
5. The Center Cook will let the VPK teacher know where the snack foods are stored.
6. The VPK teacher will plan snacks to minimize food waste and increase nutrition intake.