



## Mealtime Monitoring Policy

### Performance Standard

#### §1302.44 Child nutrition.

(a) Nutrition service requirements.

- (1) A program must design and implement nutrition services that are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities. Family style meal service is required as recommended in §1302.31 (e)(2).
- (2) Specifically, a program must:
  - (i) Ensure each child in a program that operates for fewer than six hours per day receives meals and snacks that provide one third to one half of the child's daily nutritional needs;
  - (ii) Ensure each child in a program that operates for six hours or more per day receives meals and snacks that provide one half to two thirds of the child's daily nutritional needs, depending upon the length of the program day;
  - (iii) Serve three- to five-year-olds meals and snacks that conform to USDA requirements in 7 CFR parts 210, 220, and 226, and are high in nutrients and low in fat, sugar, and salt;
  - (iv) Serve all children in morning center-based settings who have not received breakfast upon arrival at the program a nourishing breakfast;
  - (v) Make safe drinking water available to children during the program day.

(b) Payment sources. A program must use funds from USDA Food, Nutrition, 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.

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### Policy and Procedure

**Attendance Monitoring**-see [Student Attendance Policy and Procedure](#)

#### Family Style Meal Service Procedure

Responsible staff: Classroom staff (Teachers, Education Assistants), PPS Nutrition Services, Dietitian

1. Classrooms are required to implement family style dining service during all meals and snacks.
2. Meals will be provided to the classrooms in bulk. Teaching staff will separate items into serving dishes and communal bowls to be served family style.
3. Teaching staff will include children in all phases of family style dining (preparation, eating together, clean-up) in accordance with the [mealtime checklist](#).
4. All meal components will be placed on the table at the same time. Children will decide what and how much they want to eat. Teaching staff will encourage, but not force or bribe, children to try all foods.

5. One teaching staff member will briefly excuse themselves during each meal to record meal counts in ChildPlus (see Daily Meal Count Procedure section below).
6. The dietitian will visit classrooms to observe meal times and will provide consultation to teachers, as needed or requested. Dietitian will observe execution of family style dining using the [mealtime checklist](#).

### Daily Meal Count Procedure

Responsible staff: Classroom staff

1. The Classroom staff will document all meals (breakfast, lunch, and snack) for children daily in ChildPlus. Documentation in CP must be completed by a staff member at some point during the meal time (point of service).
2. Meals need to be accurately counted in ChildPlus, ie. updating children who are tardy or leave early.
  - If a child arrives late, breakfast *must still be offered*. See Performance Standard above.
3. See [Claiming Meals Script](#) for further instructions.

### Monthly Meal Count Procedure

Responsible staff: Attendance clerk, PPS Nutrition Services

4. ChildPlus Reimbursement Summary Report #2371 will be run on the 1st working day of each month by the attendance clerk. Status parameters are: Enrolled, Terminated, Term/Wait and Completed. Beginning and ending date reflect the monthly attendance period.
5. The attendance clerk double checks the attendance report and accounting of reimbursable meals to ensure accuracy. Meals need to be accurately counted in ChildPlus (see [Claiming Meals Script](#) ).
6. Meal Count report #2371 will be emailed by the attendance clerk to PPS Nutrition Services on the 1st working day of each month.

### Medical Food Substitutions (Used for Food Intolerances, Severe Allergies, and Other Medical Considerations):

See [Food Substitution Policy and Procedure](#)

Responsible staff: Kitchen Leads, Classroom Staff, FSW, Registered Dietitian, Health Coordinator, Program Nurse

1. FSW will support families in completing a [PPS Medical Food Substitution form](#) when severe food allergies (e.g., EpiPen required) or other complex medical situations are indicated during enrollment, or when concerns arise during the school year. The caregiver(s) will be directed to have the form completed by a recognized health professional and returned to the program.
  - a. Program Nurse will be notified immediately if an allergy is life-threatening, or if medication will be needed at school.
2. The Health Coordinator and Dietitian will review the form for accuracy, upload data into ChildPlus and communicate changes to PPS Nutrition Services and the appropriate teaching staff.
3. PPS Head Start/Early Learners adheres to a strict No Food From Home policy. Food from home will only be considered in medically complex situations and requires an interdisciplinary team approach (i.e., family, medical provider, dietitian, others as needed).

4. The Dietitian will provide each classroom with an updated food substitution report (CP 3065) at the beginning of each month. Dietitian will also email master spreadsheet copy to PPS Nutrition Services for communication to their kitchen staff.
  - a. Teachers will post the CP 3065 report in the classroom food preparation area in a confidential manner so staff can view. Teachers will double check to ensure correct meals are provided for each child.

**Meal Preference Request Form (Used for Milk Sub Requests & Religious/Cultural Preferences):**

Responsible staff: Kitchen Leads, Classroom Staff, FSW, Registered Dietitian, Health Coordinator

1. Family Service staff will give parents a Meal Preference Request form to complete when food requests for non medical reasons are indicated during enrollment (or when concerns arise during the school year).
2. The signed and dated Meal Preference Request Form will be scanned to the Dietitian and Health Coordinator. The Dietitian and Health Coordinator will review the form and determine if further follow up may be needed. When complete, the Health Coordinator will enter the data into ChildPlus and attach the form to the child's health module record in ChildPlus. All approved food and milk substitutions will be reflected on the CP 3065 report and the food substitution spreadsheet (see above reporting and updating procedure).
3. All Substitution Request forms will be kept in the child's electronic file in ChildPlus.
  - a. When needed for auditing purposes, Health Coordinator and RD can provide documentation of food substitution forms and/or reports to appropriate staff.
4. Teachers will double check to ensure soy milk procedures are followed and containers are dated when opened. Water is readily available at all times in the classroom.