

ST. JOSEPH ACADEMY  
(SJA)

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## I. Policy

This policy outlines St. Joseph Academy's (SJA) procedure regarding meals served for children ages one – twelve. SJA wants to ensure the health and nutrition of the children participating in our program. The center participates in the Child and Adult Care Food Program (CACFP). SJA follows the food components and meal patterns outlined in this program.

## II. Procedures:

The Wisconsin Department of Children and Families (DCF) has specific guidelines for preparation and serving of meals. In order to be in compliance with DCF 251 the classrooms should adhere to the following:

- Ensure that any food brought from home is labeled with the child's name and date. The food must also meet the CACFP meal guidelines. Refrigerate the food if necessary.
- Staff offer children liquid in a cup when the family and teacher feel it is developmentally appropriate. Toddlers are not allowed to crawl and walk around with sippy cups.
- Do not feed a child directly from commercial food containers. Put the food in bowls to feed.
- When age appropriate, children should be taught to eat family style. During family style meals, children practice self-serving. Use the appropriate sized scoops from the kitchen to ensure the children are getting the correct portions. Staff should be seated at the table and eating the same food the children are eating. This is a learning opportunity to discuss nutrition, appropriate table manners and model using eating utensils. Meals are served with time allowed for socialization.
- Appropriate handwashing should be done by adults when serving meals. Gloves should be worn by staff when serving foods. If the staff member serving the food has shoulder length or longer hair, the hair needs to be pulled back. Handwashing is done by children and staff before and after meal times.
- Prior to having the children seated at the table, the table must be cleaned and sanitized.
- All meals must follow CACFP meal guidelines.
- Meals should be served every three hours for children ages one – twelve.

### A. Special Health Conditions:

Children with special health care needs, food allergies or special nutritional needs may only be served supplemental meals and/or nutrient concentrates, etc. only upon written instructions from the child's health care provider and upon the parent or guardian's request. Children with an identified disability or non-disability along with a valid medical statement will receive a reasonable accommodation to meet the requested substitution. The reasonable modification must:

- Be related to the disability or limitations caused by the disability.
- Determinations for how to accommodate a child will be made on a case-by-case basis.
- The program is not required to provide an exact substitution or other modification requested (ex: not required to provide a particular brand name, but must offer a substitute that does not contain the specific allergen).

When parents request a meal modification because of any special dietary need, the parent/guardian and child's health care provider complete this form: *Eating and Feeding Evaluation Form: Children and Youths with Special Dietary Needs*. The required information included on the form: **the food to be avoided (allergen), brief explanation of how exposure to the food affects the child and recommended food substitutions**. If the parent/guardian requests a non-dairy milk substitution, this form is to be completed: *Parent/Guardian Request for Non-Dairy Milk Substitution*. The required information included on the form: **the impairment (reason for request), how it restricts the diet, and how to accommodate the impairment**.

If there is a religious or lifestyle choice or another non-disability reason, the parent will need to provide a written statement with the following information:

- Identifies the non-disability special dietary need, including foods not to be served and allowable substitutions.
- Determinations for how to accommodate a child will be made on a case-by-case basis.

Allergy information is posted in the food prep area where the child is occupied for those to see who are serving the meals. Due to HIPPA Laws, a cover sheet labeled, "Food Allergies", should appear in front of children's health information.

B. Hot Foods:

Any liquids or foods hotter than 110 degrees are kept out of the reach of children. No hot drinks are allowed in the classrooms.

C. Foods Not Recommended for Children Under 4 Years of Age (see attached sheet)

D. Meal Count Forms:

SJA is reimbursed for meals served to the children through the CACFP. Meals are reimbursed based on the income levels of the households the children live in. In order to receive reimbursement, parents must have a current Household Size Income Statement and the CACFP Enrollment Form on file. These forms are updated annually. Teaching staff must also serve the meals according to the standards outlined in the program and maintain appropriate meal count information.

In order to receive credit for the meal, staff need to record the meals served on the appropriate Meal Count Form at the point of service. Point of service means that on the day and at the time you are serving the meal, you record the number of meals served. There are two different meal count forms:

- Infant Meal Form – this form is used in classrooms serving children under one year of age.
  - Monthly Meal Count Form – this form is used in classrooms serving children one year or older.
- We do not get reimbursed for seconds, therefore, you do not need to record second helpings. When the month is ended, each classroom's meal count form will be collected. New forms will be provided to classrooms prior to the beginning of a new month.

Approved by: \_\_\_\_\_

President/CEO

Date

2/27/2020