

ST. JOSEPH ACADEMY  
(SJA)

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I. Policy:

This policy outlines St. Joseph Academy's (SJA) procedure regarding infant meals and bottle preparation. 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. Procedure:

A. **Licensing Guidelines:**

The Wisconsin Department of Children and Families have specific guidelines on feeding infants and bottle preparation. In order to be in compliance with DCF 251 the classrooms should adhere to the following for infant meals:

- Feed each infant and toddler according to a schedule that is developed with input from the child's parents. In the toddler rooms, meals are provided at a scheduled time. If the child appears to be hungry between meals, he or she is offered a nutritious snack and water.
- Ensure that any food brought from home is labeled with the child's name and date. Refrigerate the food if necessary.
- Formula provided by SJA can only be commercial and be iron-enriched.
- Provide formula or breast milk to children under 12 months unless the parent provides written directions for a substitute from the child's pediatrician.
- Discard leftover milk or formula after each feeding. Clean and sanitize the child's bottle after each use. If an infant refuses a bottle or drinks less than an ounce, you may save the bottle for one hour to feed the child. After an hour, the milk must be discarded.
- Never reheat an infant bottle.
- Offer drinking water to infants and toddlers several times daily.
- A child unable to hold his or her own bottle should be held while feeding.
- Propping bottles is prohibited. Allowing infant or toddlers to have bottles in their cribs or cots is prohibited.
- Staff offer children liquid in a cup when the parents and teacher feel it is developmentally appropriate. Infants and toddlers are not allowed to walk and crawl around with sippy cups.
- Do not feed a child directly from commercial food containers.
- Breast milk cannot be heated in a microwave. Infant classrooms are supplied with crock pots to heat breast milk.
- Procedures for heating infant formula, milk or food should be posted.
- Staff do not offer children under six months fruit juice or solid food unless there is written permission from the child's health care provider and parent gives permission.
- Infant and toddler meals follow CACFP meal guidelines.

**B. Bottle Preparation:**

Formula provided by the parent or by the center should come in a factory-sealed container. The formula shall be from the same brand that is served at home and shall be of ready to feed strength or prepared according to the manufactures instructions using water from a source approved by the health department. Children under 12 months are not given cow's milk.

Formula mixed with cereal, fruit juice, or any other foods shall not be served unless the child's pediatrician provides written documentation that the child has a medical reason for this type of feeding.

Before preparing meals, wash your hands using the appropriate hand washing procedures. Prior to feeding the child, ensure that the area you are feeding them on is clean (using the two-step cleaning process of cleaning with soap and water, and then sanitizing the surface with a bleach water solution). The child's hands and face should also be clean. Use the appropriate hand washing procedures when washing children's hands. Infants should be properly seated in high chairs using the safety restraints. If you are feeding more than one infant at a time, they may never share feeding utensils.

After feeding an infant, you shall wipe their face using a wet cloth. A clean cloth is used after each feeding. Children do not share the cloths.

**C. Breast Milk Refrigeration:**

Thawed breast milk may not be stored longer than 48 hours. If the milk was previously frozen, staff may keep it for 24 hours. Due to the size of the refrigerators, we will not freeze the breast milk. Parents can give us the frozen breast milk and we will thaw it using warm running water.

If you have a parent that nurses, she can nurse in the classroom. If the parent prefers some privacy, encourage her to move a chair into the sleeping area. She can turn the chair around so that others cannot see her nursing. You may offer her a receiving blanket to cover herself. If the parent is not comfortable nursing in the classroom, she may be able to use the nursing area in M10.

**D. Procedure for Heating Infant Meals:**

Please follow the steps listed below when heating formula, breast milk, cereals, fruits and vegetables:

- Bottles and infant foods shall be warmed under running warm tap water or by placing them in a container of water that is no warmer than 120 degrees Fahrenheit.
- Bottles and food containers should not be left in a pot of water to warm for more than five minutes.
- Bottles and infant foods should not be warmed in a microwave.
- After warming, bottles shall be mixed gently and the temperature of the milk tested on your hand before feeding the bottle to an infant.
- Infant foods shall be stirred carefully to distribute the heat.
- A caregiver may not hold an infant while removing a bottle or infant food from a container of warm water or while preparing a bottle or stirring infant food that has been warmed in some other way.
- The crock pot shall be out of children's reach.
- The water in the crock pot shall not exceed 120 degrees Fahrenheit. Use a thermometer in the crock pot to ensure the temperature does not exceed 120 degrees Fahrenheit.
- The crock pot shall be unplugged, emptied, sanitized, and refilled with fresh water daily.

**E. 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 guardians request.

**F. 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.

**G. 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 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 classrooms meal count form will be collected. New forms will be provided to your prior to the beginning of a new month.

Approved by:



President/CEO

Date

