
Subject: Food Preparation

Source: Early Head Start Performance Standard 1304.23

Policy

The size and number of servings will reflect the total amount of children's needs.
Meal counts are completed in accordance with the procedures outlined by CACFP policies.

Procedure

1. All menus are planned according to USDA-CACFP food requirements. EHS uses a 5-week cycle menu, which has been approved by a registered dietician.
 2. A variety of food is served at Early Head Start to broaden child's food experience.
 3. A sufficient amount of food is available for each child to meet Child and Adult Care Food Program guidelines.
 4. An amount beyond the minimum required to meet Child Care Food Program requirements is prepared to allow for seconds for children and classroom adults.
 5. Meals for classroom teachers are prepared, so that teachers may eat with their class and model Family Style Meals.
 6. Children are encouraged by teachers to assist with setting the table for meals and cleaning up after meals.
 7. Classroom staff will record Meal Counts at the time that the meal is served. This will be documented on USDA Form 1530 – Meal Production Record or Form 1530A – Infant Meal Production Record.
 8. If a child is served food but does not wish to eat, the child is still counted in the meal count.
 9. Classroom staff will not use attendance sheets to record meal counts.
 10. Classroom staff will record the number of adults on the Meal Count form as a separate number.
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