


Performance Standard:	Part 1302 - Subpart D Health Program Services	INCA Community Services Head Start & Early Head Start Policies and Procedures 
Sub Category:	1302.44a Child Nutrition	
PC Approval Date:	9/2018	
GB Approval Date:	8/2018	
Form:		
Responsible:	Classroom Staff, Food Service Staff	

No Food Brought in From the Outside

Policy

INCA is responsible for meeting the nutritional needs and feeding requirements of each child, including those with special dietary needs (allergies and parent preferences) and children with disabilities.

No Food Brought in From the Outside

- No food is to be brought into Head Start/Early Head Start Centers by staff or parents with the exception of: infant formula, breast milk, unopened jars of baby food.
 - No outside food or drink signs have been posted outside of classrooms.
- Additional exceptions may apply to parents providing authentic cultural foods for children to sample.
 - This food needs to pre-packaged and not homed canned foods.
 - If cooked by parent must be done at Head Start facility, in a health department approved kitchen.
- Food served to Head Start/Early Head Start children is prepared on site by qualified Head Start staff and is approved by the Nutrition Manager.
- INCA is responsible for meeting the nutritional needs of all enrolled children while onsite.
- INCA meets the needs of children with special dietary needs by working with families while maintaining CACFP regulations.
- INCA monitors and provides nutritious meals for children with allergies.
- INCA honors parent preferences to the extent possible.
- Children cannot bring substitute lunches. Special consideration given on case-by-case basis.
- All foods are purchased from approved vendors.
- Fried food is not included in Head Start or Early Head Start menus.
- INCA shall provide an alternative to pork food if requested by parents for religious reasons.
- Staff having dietary needs beyond the meals provided must:
 - Send reason (email) to Nutrition Manager of need to not eat meal provided or supplemental needed;
 - Doctor's note required;
 - Always show acceptance of food served;
 - Consume alternate meal out of the view of the children;
 - Water bottles, cups are not acceptable for staff in classroom. Safe drinking water

- is available to all children and staff.
- The Nutrition Manager is available for parents to discuss nutrition concerns.

Definitions/Acronyms

INCA - Head Start and Early Head Start programs
HS - Head Start program
EHS - Early Head Start program

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incacaa.org. The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.