

Performance Standard:	Program Operations Health	<p style="text-align: center;">INCA Community Services</p> <p style="text-align: center;">Head Start & Early Head Start Policies and Procedures</p> <div style="text-align: center;">  </div>
Sub Category:	Nutritional Services Part 1302.44(a)1	
PC Approval Date:	9/2018	
GB Approval Date:	8/2018	
References:	OK-DHS Licensing, Caring for our Children	
Responsible:	Classroom Staff, Food Service Staff, Nutrition Manager	

Family Style Meal Service

Policy:

INCA ensures that nutritional services in center-based settings contribute to the development and socialization of enrolled children by providing that they and assigned classroom staff, including volunteers, eat together family style and share the same menu to the extent possible.

Family Style - Before Meal or Snack

- Classroom Teaching staff prepare children for mealtime by describing what they will be eating.
- Before eating and after, children and adults wash their hands.
- Food preparation staff and/or classroom teaching staff create an attractive arrangement using child-size furniture, plates, cups, utensils, and pitchers (optional).
- Food Preparation staff and/or classroom teaching staff ensure that surfaces have been properly cleaned and avoid cross-contamination before the children arrive at the table.
- Food Preparation staff and/or Classroom Teaching staff place tables far enough apart to permit walking between them and quiet conversation to take place.
- When possible, each table seats five to seven children with one adult.
- Adults (Teachers, Teacher Assistants, Parent Volunteers) set the table for all children and adults, and children (“Helpers”) may assist in the table setting.
- No salt or sugar is served at the table.
- Children should never handle raw meats.
- Children are allowed to arrange prepared food on a tray, mix the salad, or set the table.
- Sharp knives are put away, out of reach of children.
- Adults model good hygiene, safety practices and manners.
- Food spills are cleaned up by the spiller with adult assistance as necessary.
- Children wash hands before helping with the meal and sitting down to eat. Adults can model this behavior by washing their hands with the children.
- All food provided during meals is placed on each table in the proper serving dishes and with the proper serving utensils.
- Classroom Teaching staff when possible to have at least one adult present at each table.

Family Style Meal Service

- INCA ensures that nutrition services in center-based settings contribute to the

development and socialization of enrolled children by providing that:

- The food provided helps meet each child's daily nutritional needs in a pleasant environment recognizing individual differences and cultural patterns.
- There are opportunities for INCA staff, children and parents to learn and gain an understanding of the relationship between good nutrition habits and increased health and well-being, including the factors which influence eating habits
- A variety of food is served which broadens each child's food experiences.
- Fresh foods and whole foods are provided; processed foods are not encouraged.
- Food is not used as punishment or reward, and that each child is encouraged, but not forced, to eat or taste his or her food.
- Sufficient time is allowed for each child to eat.
- All enrolled toddlers and children and assigned Classroom staff, including Volunteers, eat together family style and share the same menu to the extent possible.
- Second servings should be provided.
 - Center-based servings of seconds can be of fruits, vegetables and whole grains on each table,
 - School based cafeteria servings when co-mingling with other ages servings include seconds;
- Child-led conversation is encouraged during meal time.
- Adults provide a relaxed atmosphere.
- When Teachers are unable to have their meals at the same time as children, other designated staff and/or volunteers eat and converse with the children during mealtime.
- Teachers use mealtime as an opportunity to model language, encourage conversation, and social interaction and to introduce nutritious foods.
- The environment supports and promotes the use of the feeding situation as an opportunity for learning.
- Infants are held while being fed and are not laid down to sleep with a bottle.
- Medically-based diets or other dietary requirements are accommodated.
- As developmentally appropriate, opportunity is provided for the involvement of children in food-related activities.

Components of Family Style Meal Service

- Food preparation staff should make sure eating surfaces have been properly cleaned before children arrive to help.
- Adults are encouraged to let children help in the meal process to the extent possible and in ways that are developmentally appropriate. This provides learning and decision making experiences and can include things such as:
 - helping set the table
 - passing food bowls if the food is not too hot
 - pouring drinks
 - preparing food
 - serving food
 - cleaning up (i.e., scraping their own plate, wiping tables, etc.)
- Adults model good safety practices, manners, and hygiene.
 - Children and adults wash their hands before meal times.
 - Relaxed, polite conversation occurs during meals.
 - Adults provide opportunities for nutrition education such as teaching serving sizes or talking about healthy foods and food groups.
 - Adults help build independence by allowing children to make decisions and take responsibility (i.e., how much food they have on their plate, helping to clean up when they make a mess, etc.)
 - Adults' plates include the same foods as the children's plates.

- Adults do not discuss their food biases with children.
- Adults encourage children to try all foods offered.
- No sugar or salt is served at the table.
- All components of the meal are offered at the same time. Adults model a willingness to try new or different foods while also honestly sharing, in a positive way, their food preferences.
- When possible, children serve themselves from the foods provided during all meals.
- Food Preparation staff and/or Classroom staff clean and sanitize the table and dining area after meals.

Family Style - After the Meal or Snack

- Food Service staff finish cleaning and wash the tables.
- When possible, children scrape their own saucers or plates, discard disposable items and assist in other ways to clean up.
- Clean cloths (not sponges) and proper disinfectant are used for sanitizing surfaces.
- Everybody washes their hands after clean-up.

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.