
	DHS Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services
NUTRITION 1			
SUBJECT	Nutrition Services & Special Diets		
REFERENCE	Nutrition Services		
EFFECTIVE	6/15/2011		
Policy Council Approval: 7/25/17	Policy Council Revision: 4/23/19	Governing Body Approval: 9/28/17	Governing Body Revision: 5/23/19
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Policy:

Education Service Providers will develop and implement procedures to ensure each child's nutritional needs are identified, feeding requirements are accommodated, and special dietary needs are culturally and developmentally appropriate.

At a minimum, procedures should include:

- Meals and snacks provided are 1/2 to 2/3 of the child's daily nutritional needs and conform to appropriate USDA requirements.
- Offer any child breakfast who was not present during the breakfast mealtime.
- The *Nutrition Assessment* form is used to identify every child's nutritional needs.
- Food allergies and intolerances that require special dietary considerations must be diagnosed by a healthcare professional.
- A parent/guardian's declaration of a food allergy/intolerance will be reasonably accommodated to the best extent possible by the program.
- Steps to address children with unconfirmed special diets.
- Ensure safe drinking water is available during the program day.
- Provide learning opportunities at snack and mealtimes.
- Share relevant individual child nutrition-related information with appropriate staff, wherever food is served.

- Ensure individual child food allergies/intolerance information is readily available to all teaching staff, including substitutes.
- Post the current daily menu.
- Nutrition related follow-up for children with dietary concerns, including height and weight concerns.



Follow-up and documentation related to special diets will be conducted according to the *Head Start Program ChildPlus Scan Order and Process Guide* and the applicable *ChildPlus Data Entry Guide*.

Performance Standard(s):

1302.31(e)(2); 1302.42(b)(4); 1302.44; 1302.47(b)(7)(vi)

Reference:

[USDA7 CFR220](#)

	DHS Head Start Program Policy		
NUTRITION 2			
SUBJECT	Outside Food & Adult Meals		
REFERENCE	Nutrition Services		
EFFECTIVE	6/18/2014		
Policy Council Approval: 7/25/17	Policy Council Revision: 4/23/19	Governing Body Approval: 9/28/17	Governing Body Revision: 5/23/19
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Policy:

Education Services Providers will develop and implement procedures to ensure the nutritional needs and safety of all children and address the following:

Outside Food

Food not on the approved menu is not allowed during Head Start meal service which includes field trips and other Head Start related activities. The only allowable exceptions to the approved menu are accommodations/substitutions approved by the school district food and nutrition program.

Classroom Staff, Parents/Guardians, and Volunteers

Adults, including teachers, teacher assistants, parents/guardians, and/or volunteers actively participating during breakfast and lunch meal service must share the same meals as the children, free of charge. Staff, parents/guardians, and/or volunteers attending field trips will receive the same meal as the children free of charge.

Class Parties and Celebrations

Education Service Providers should follow district policies and procedures in regards to celebrations and outside food. In an effort to promote healthy eating habits, ensure that all children receive a nutritious and balanced diet, and accommodate children with food allergies and/or other dietary restrictions, staff should work with parents to find the most appropriate way to celebrate.

Performance Standard(s):

1302.42(b) (4); 1302.44(a)