



EARLY HEAD START & HEAD START NUTRITION AND FOOD SERVICE POLICY

Your child will receive the following meals/snacks to meet the required daily nutritional needs set forth by the USDA standards:

- HS/GSRP Full Day Sessions - Monday thru Thursday
Time of Session: 8:30 to 3:30
Breakfast, Lunch and Snack served:
Provides 1/2- 2/3 of the daily nutritional needs required by the USDA standards

Meals will be served in a “family style” atmosphere, with both children and adults participating in set-up and service. Sufficient time will be allowed for children to eat. If a child is not in attendance at the time of a meal or snack, the child will still be provided with a meal or snack after arrival.

At no time will food be used as a reward or punishment.

Children will not be forced to eat, but will be encouraged to try all foods. Special diets and allergies will be clearly posted in the classroom in red ink, utilizing confidentiality procedures. The nutrition manager will also have this information on file. We must have documentation from the child’s physician regarding special diets and allergies.

Food temperatures are maintained at safe levels which are checked and documented at regularly scheduled times throughout the day.

No food shall be brought into or removed from the center. OLHSA and its employees shall not be responsible for any consequences resulting from the consumption of food removed from the center without the written permission of the program director/coordinator or designee.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office



or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

I, _____, parent/guardian of _____,
(name of parent/guardian) (name of child)

confirm that I have received a copy of the CACFP Parent Information Sheet and have reviewed the Nutrition and Food Service Policy above as it relates to the OLHSA Head Start program.

1st Year - Parent/Guardian Signature

Date

2nd Year - Parent/Guardian Signature

Date

3rd Year - Parent/Guardian Signature

Date