

Pre-K Student Food Access Procedure

Maize Early Childhood Center

I. Purpose

The purpose of this procedure is to ensure that all students attending Pre-K sessions (AM and PM) have immediate access to nutritious food if they arrive at school hungry or experience signs of hunger that impairs their well-being, learning, or behavior, prior to the scheduled class snack time.

II. Policy Overview

Immediate nutrition access is a targeted intervention intended to address immediate hunger. It is not a substitute for the scheduled classroom snack. The food is provided through a partnership with the Maize Early Childhood Center Parent Teacher Organization (PTO).

III. Procedure

Access to food is initiated by school staff (Teacher, Counselor, or Nurse) based on observation, as Pre-K students often lack the verbal skills to clearly articulate hunger.

Triggering Situation	Staff Action/Response	Location of Food Consumption
Suspected Hunger (Behavioral): Student exhibits behavior (e.g., irritability, lethargy, significant non-compliance) that the Teacher reasonably determines may be caused by hunger.	Teacher contacts the Front Office/Counselor/Nurse to request a nutritional intervention. Student is sent with a staff member to the designated office area.	Counselor's Office or Main Office (to allow for a calm environment separate from the classroom to focus on eating)
Suspected Hunger (Physical/Medical): Student reports or exhibits symptoms (e.g., "tummy ache," dizziness) that the Nurse determines may be caused by hunger.	Nurse , Nurse Para or Front Office Staff prepares the food item.	Front Office or Classroom (as deemed most appropriate by the Nurse/Staff based on student need).

Reported Hunger: Student self-reports hunger and absence of a recent meal.	Teacher contacts the Front Office/Counselor/Nurse to request a nutritional intervention. Student is sent with a staff member to the designated office area.	Front Office or Classroom (as deemed most appropriate by the Nurse/Staff based on student need).
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IV. Designated Food Items

The PTO funds and donates the food items for this purpose. The items are stored securely and kept in the Front Office. Food selection is guided by nutritional standards, aiming for **low sugar** (e.g., meeting WIC-suggested standards) and **high protein** content for sustained energy.

- **Suggested Items (Subject to availability):**
 - Ensure Shake for Kids
 - Belvita Breakfast Bars (or similar low-sugar, whole-grain bar)
 - Pouch Applesauce (or similar fruit/vegetable blends)

VI. Follow-Up

If a student requires urgent nutrition access *three or more times* within a two-week period, the classroom teacher, the **Counselor, or Nurse** should initiate a brief, compassionate follow-up conversation with the Parent/Guardian to understand potential factors and offer resources and as needed.