

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
 EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
 PROGRAM PLAN
 2008-2009

PERFORMANCE STANDARD: 1304.23 (a)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work with the children’s family to identify possible nutritional needs of children.

OBJECTIVE: To discuss with the child’s parent/guardian any concerns related to possible nutritional needs during enrollment, periodic home visits, and or when any concerns arise.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. The staff will interview parent/guardian upon enrollment of children and document any pertinent information relating to possible nutritional needs of the child.	<ul style="list-style-type: none"> -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors 	<ul style="list-style-type: none"> -At time of enrollment -As needed -On-going 	<ul style="list-style-type: none"> -Nutritional Assessment Form -Inter-Agency Referral Form as applicable

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PERFORMANCE STANDARD: 1304.23 (a)(1)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work together with families to identify any relevant nutrition-related assessment data (height, weight, hemoglobin, hematocrit) obtained under 45 CFR 1304.20 (a).

OBJECTIVE: To work together with parent/guardian on any health assessment information such as height, weight, hemoglobin, hematocrit that requires a referral.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will refer any child with health/nutrition related abnormality to a Dietitian or any other agency as deemed necessary (for example: overweight, acanthosis nigricans, or low Hgb/HCT)	-Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-At time of enrollment -At time of initial screening -On-going	-Screenings and other exams -Inter-Agency Referral Form as applicable
2. Staff will also discuss with parent/guardian the results and reason for a referral.	-Center Managers -Facilitators -Support Service Assistants -Assistant Teachers	-Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-At time of initial screening -On-going	-Screenings and other exams -Inter-Agency Referral Form as applicable

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PERFORMANCE STANDARD: 1304.23 (a) (1) continued

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work together with families to identify any Relevant nutrition-related assessment data (height, weight, hemoglobin, hematocrit) obtained under 45 CFR 1304.20 (a).

OBJECTIVE: To work together with parent/guardian on any health assessment information such as height, weight, hemoglobin, hematocrit that requires a referral.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
3. A consent shall be obtained from a parent/guardian.	<ul style="list-style-type: none"> -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors 	<ul style="list-style-type: none"> -At time of initial screening -On-going 	<ul style="list-style-type: none"> -Inter-Agency Referral Form as applicable -Follow Up Form as needed
4. Parent/guardian will be encouraged to take free nutrition classes offered by The Expanded Nutrition Program throughout the school year. It's important for the parents to understand the importance of a well-balanced meal.	<ul style="list-style-type: none"> -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Health Services Director -Education Area Directors -Food Monitors 	<ul style="list-style-type: none"> -August thru May -On-going 	<ul style="list-style-type: none"> -Partnership Agreement

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PERFORMANCE STANDARD: 1304.23 (a) (1) continued

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will work together with families to identify any Relevant nutrition-related assessment data (height, weight, hemoglobin, hematocrit) obtained under 45 CFR 1304.20 (a).

OBJECTIVE: To work together with parent/guardian on any health assessment information such as height, weight, hemoglobin, hematocrit that requires a referral.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
5. Parent/guardian will be encouraged to participate in the Supplemental Nutrition Program for Women, Infant and Children (WIC) as needed.	<ul style="list-style-type: none"> -Center Managers -Facilitators -Support Service Assistant -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors 	<ul style="list-style-type: none"> -At the time of enrollment -On-going 	<ul style="list-style-type: none"> -Acknowledgment Form -Partnership Agreement

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
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PERFORMANCE STANDARD: 1304.23 (a) (2)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will obtain pertinent information, through discussion, concerning family eating patterns including cultural preferences, special dietary requirements for each child with nutrition-related health problems and each child with disabilities (see 45 CFR 1308.20).

OBJECTIVE: To interview each parent/guardian at the time of enrollment to determine areas of concern.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. The program will meet the total nutritional needs of each child utilizing the nutritional assessment form as a source of data gathering.	-Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Health Services Director -Education Area Directors -Special Services Director -Executive Team Members assigned to monitor center -Food Monitors	-At time of enrollment -At time of initial screening -On-going	-Nutritional Assessment Form -Inter-Agency Referral Form as applicable -Follow-up Form documentation as needed
2. Bring parent/guardian and staff to a level of understanding and involvement in the area of nutrition concern to enable them to meet their appropriate responsibilities through counseling and training. Including data on special needs relating to infant/toddler requirements nutritionally and health priorities.	-Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers -Disability Aides	-Child Nutrition Director -Health Services Director -Special Services Director -Education Area Directors -Food Monitors	-At time of enrollment -At time of initial screening -On-going	-Nutritional Assessment Form -Inter-Agency Referral Form as applicable -Follow-up Form documentation as needed

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PERFORMANCE STANDARD: 1304.23 (a) (3)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START does not serve infants.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
N/A				

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PERFORMANCE STANDARD: 1304.23 (a) (4)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will inform parent/guardian of any major community nutritional issues as identified through the community assessment or by the health services advisory committee or local health department.

OBJECTIVE: To provide the parent/guardian the programs, agriculture extension service, expanded nutrition program, special nutrition program for women, infant and children (WIC) and local health department data to address major community nutritional issues.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. A newsletter along with literature and brochures will be disseminated to parent/guardians.	<ul style="list-style-type: none"> -Child Nutrition Director -Center Managers -Facilitators -Support Service Assistant -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members as assigned to monitor center -Food Monitors 	-Quarterly	<ul style="list-style-type: none"> -Hidalgo County Head Start Newsletter -Resource brochures
2. Interaction with local nutrition programs such as WIC, Expanded Nutrition Program, Agriculture Extension Service and local health department will aid in accessing data. Problems will then be identified and community interaction and support will be fostered to engage the community's involvement in efforts to change factors related to the identified problems.	<ul style="list-style-type: none"> -Center Managers -Facilitators -Support Service Assistant -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors 	-On-going	<ul style="list-style-type: none"> -Training Agendas (Parent Conference, Fatherhood Conference) -Parent Corner

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
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PERFORMANCE STANDARD: 1304.23 (b) (1)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will design and implement a nutrition program that meets the nutritional needs and feeding requirements including special needs and children with disabilities. The program will also serve a variety of foods, which consider cultural and ethnic preferences and which will broaden the child’s food experience.

OBJECTIVE: To reflect culture and ethnic preferences taking into consideration special dietary needs of children.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>Menus developed will reflect:</p> <ol style="list-style-type: none"> 1. Culture and ethnic preferences, which will broaden the child’s nutritional experience. Menus shall include foods that are familiar to children and also introduce new foods on ongoing bases. 2. A nutrition care plan for children with disabilities shall include menu changes, special feeding equipment and food modification. 	<ul style="list-style-type: none"> -Child Nutrition Director -Center Managers -Facilitators -Teachers -Assistant Teachers <ul style="list-style-type: none"> -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Disability Aides 	<ul style="list-style-type: none"> -Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors <ul style="list-style-type: none"> -Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors 	<ul style="list-style-type: none"> -August thru May -On-going <ul style="list-style-type: none"> -August thru May -As needed -On-going 	<ul style="list-style-type: none"> -Menus <ul style="list-style-type: none"> -Physician’s Prescription/orders -Therapeutic Menus

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PERFORMANCE STANDARD: 1304.23 (b)(1)(i)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will utilize funds from Texas Department of Agriculture Special Nutrition Program-Child and Adult Care Food Program as the primary source of payment for meal services.

OBJECTIVE: To develop a system to ensure TDA/USDA funds are used primarily for meal service.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. The program's child nutrition clerk will produce a monthly-computerized listing of all TDA/USDA expenditures reflecting vendors and dollar amounts to the Child Nutrition Director for verification.	-Executive Program Director -Assistant Program Directors -Finance Director -Procurement Director -Child Nutrition Director -child nutrition clerk	-Assistant Program Directors -Finance Director -Procurement Director -Child Nutrition Director	-On-going	-Budget -Requisitions -Purchase Orders

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PERFORMANCE STANDARD: 1304.23 (b)(1)(ii)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will provide meals to each enrolled child to meet 1/2 to 2/3 of the child's daily nutritional needs.

OBJECTIVE: To provide foods which will assist in meeting the child's nutritional needs.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will prepare and provide breakfast, lunch and PM snack in recommended amounts and sizes, thus ensuring the children will receive the recommended 1/2 to 2/3 of their daily nutritional needs.	-Head Cooks -Food Production Staff -Center Mangers -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-August thru May (Daily) -On-going	-USDA Meal Patterns (3-5 years old) -Menus -TDA Form 1530 (Daily Meal Production Record)
2. Menus will reflect one vitamin C source daily and one vitamin A source three times per week. Parent/guardian will be encouraged to follow the child's daily nutritional needs during off school days.	-Head Cooks -Food Production Staff -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers	-Child Nutrition Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors	-August thru May (Daily) -On-going -Summer months	-Menus -TDA Form 1530 (Daily Meal Production Record)

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PERFORMANCE STANDARD: 1304.23 (b)(1)(iii)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will serve a nourishing breakfast to children who have not received breakfast at arrival time at the center.

OBJECTIVE: Will determine by interviewing parent/guardian, whether the child has received breakfast or not.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will serve a complete and nourishing breakfast every day. In addition, center will stock a few grain/bread item, juice and milk to provide to all latecomers breakfast as well.	-Head Cooks -Center Managers -Facilitators -Support Service Assistants -Teachers -Assistant Teachers -Custodians	-Child Nutrition Director -Health Services Director -Education Area Directors -Food Monitors	-August thru May (Daily) -On-going	-TDA Form H1606 (Monitor Review)

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PERFORMANCE STANDARD: 1304.23 (b)(1)(iv)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will provide the adequate amount of food to meet the infant/toddlers needs as appropriate to development readiness and feeding skills.

OBJECTIVE: To base all meals according to the childcare food program meal patterns.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. The infant/toddler-feeding pattern shall reflect amount appropriate to needs, development stage and feeding skills. Any form of reduced fat milk shall not be provided until the child reaches the age of three (3). All meals shall be developed in accordance to USDA recommendations for meal patterns and nutrient content.</p>	<ul style="list-style-type: none"> -Child Nutrition Director -Head Cooks -Food Monitors -Center Managers -Facilitators -Support Service Assistant -Teachers -Assistant Teachers -Custodians 	<ul style="list-style-type: none"> -Child Nutrition Director -Health Services Director -Education Area Directors -Food Monitors 	<ul style="list-style-type: none"> -August thru May (Daily) -On-going 	<ul style="list-style-type: none"> -USDA Meal Patterns (3-5 years old) -Menus -TDA Form H1606 (Monitor Review) -TDA Form 1530 (Daily Production Record)

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PERFORMANCE STANDARD: 1304.23 (b)(1)(v)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will serve quantities and kinds of food in accordance with recommended serving size and minimum standards for meal patterns.

OBJECTIVE: To provide nutritionally balanced meals and supplements that conform to the Head Start guidance meal pattern and requirements as set forth by USDA Child Care Food Program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will ensure that serving size and quantity of foods be served. Menus will reflect as follows:</p> <p>Breakfast: milk 6 oz, juice 4 oz or fruit ½ c., bread ½ serving</p> <p>Lunch: Milk 6 oz., meat/meat alternative 1 ½ oz., vegetable (including beans) ¼ c., fruit ¼ c., bread/cereal ½ serving.</p> <p>PM Snack: Choice of 2 of 4 (milk, vegetable, fruit, bread/cereal, meat, cheese)</p>	<ul style="list-style-type: none"> -Head Cooks -Center Managers -Custodians -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians 	<ul style="list-style-type: none"> -Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors 	<ul style="list-style-type: none"> -August thru May (Daily) -On-going 	<ul style="list-style-type: none"> -USDA Meal Patterns (3-5 years old) -Menus -TDA Form 1530 (Daily Meal Production Record) -TDA Form H1606 (Monitor Review)

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PERFORMANCE STANDARD: 1304.23 (b)(1)(vii)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will schedule meals and snacks appropriately and adjusted where necessary to ensure individual needs are met. Also adjust schedule for infant/toddler who must be fed on demand.

OBJECTIVE: To post the meal schedule on each menu to reflect meal patterns. All adjustments will also be noted on all respective menus.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will implement the following meal/snack schedule:</p> <p>Breakfast 8:00 AM Lunch 12:00 PM PM Snack 3:00 PM</p> <p>This schedule shall be flexible to accommodate toddlers requiring additional “on demand” feeding.</p>	<p>-Head Cooks -Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers -Custodians</p>	<p>-Child Nutrition Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors</p>	<p>-August thru May (Daily) -As needed -On-going</p>	<p>-TDA Form 1606 (Monitor Review) -TDA Form 1530 (Dialy Meal Production Record)</p>
<p>2. Changes/modifications will be implemented to accommodate children with disabilities or children requiring a different schedule. Children with disabilities and/or feeding problems will receive help to achieve an adequate level of self-feeding skills.</p>	<p>-Center Manager -Facilitator -Support Service Assistant -Teachers -Assistant Teachers -Custodians -Disability Aide as assigned</p>	<p>-Child Nutrition Director -Health Services Director -Special Services Director -Executive Team Members as assigned to monitor center -Food Monitor</p>	<p>-August thru May (Daily) -As needed -On-going</p>	<p>-Observation Notes -Menus and Therapeutic Menus</p>

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PERFORMANCE STANDARD: 1304.23 (b)(2)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START is not currently operating a Home-Based Program.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
N/A				

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PERFORMANCE STANDARD: 1304.23 (b)(3)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will promote effective dental hygiene among children in conjunction with meals.

OBJECTIVE: To ensure that every child will receive effective dental hygiene in conjunction with meals.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will supervise children brushing their teeth as follows:</p> <p>AM – the children brush their teeth after snack with water only</p> <p>PM – the children brush their teeth with fluoride tooth-paste</p>	<p>-Center Managers -Facilitators -Support Service Assistant -Teachers -Assistant Teachers</p>	<p>-Health Services Director -Child Nutrition Director -Education Area Directors -Food Monitors</p>	<p>-August thru May (Daily) -On-going</p>	<p>-Toothpaste Calendar -Dental Curriculum -Health Procedure Manual</p>
<p>2. The dental curriculum will also reinforce the importance of brushing their teeth after meals. Parents and staff are educated about proper ways to prevent baby-bottle tooth decay and other early childhood cavities.</p>	<p>-Center Managers -Facilitators -Support Service Assistant -Teachers -Assistant Teachers</p>	<p>-Health Services Director -Child Nutrition Director -Education Area Directors -Food Monitors</p>	<p>-August thru May (Daily) -On-going</p>	<p>-Dental Curriculum -Health Procedure Manual</p>

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PERFORMANCE STANDARD: 1304.23 (b)(4)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will involve parent/guardian and appropriate community agencies to plan, implement and evaluate the program's nutritional services.

OBJECTIVE: To involve the parent/guardian and community agencies in evaluating the program's nutritional services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will implement an advisory committee comprised of members representing the Expanded Nutrition Program, WIC Program, University of Texas Pan American Dietetics Professor/Coordinator, Parent/Guardian and staff to evaluate and ensure quality service delivery.	-Child Nutrition Director -Health Services Director	-Child Nutrition Director -Health Services Director	-August thru May -On-going	-Resource File -Approved Program Plan -Meeting Agenda -Sign-In Sheet
2. Meetings will be held during the school year to present and discuss the on-going service of the nutrition services.	-Child Nutrition Director -Health Services Director	-Child Nutrition Director -Health Services Director	-August thru May -On-going	-Meeting Agenda -Sign-In Sheet

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PERFORMANCE STANDARD: 1304.23 (c)(1)(2)(3)(4)(5)(6)(7)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will contribute to the development and socialization of enrolled children by providing that: a variety of food is served which broadens the child’s food experience; food is not used as punishment or reward; sufficient time is allowed for each child to eat; classroom staff including volunteers eat together family style sharing the same menu as much as possible; medically-based diets or other dietary requirements are accommodated and developmentally appropriate opportunity, is provided for the involvement of children in food related activities. Staff, while feeding, hold the infant and communicate with him/her gently and calmly.

OBJECTIVE: To provide a meal service that supports the development and socialization of children and introduces to children a variety of food that broaden their food experience considering their culture and ethnic preferences.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. Staff will introduce children to a variety of foods to broaden their food experience considering their cultural and ethnic preferences. Food is not used as a punishment or reward, and each child is encouraged but not forced to eat or taste his or her food. Sufficient time is allowed for each child to eat, including those with disabilities. All children and assigned classroom staff including volunteers eat together family style and share the same menu to the extent possible. Children with a medically based diets or other dietary requirements are accommodated. Medicals prescription be referred to Child Nutrition Department for development of a therapeutic diet, modification of menu items and family nutrition education as needed.</p>	<ul style="list-style-type: none"> -Head Cooks Center Managers -Facilitators -Support Services Assistant -Teachers -Assistant Teachers -Disability Aides 	<ul style="list-style-type: none"> -Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors 	<ul style="list-style-type: none"> -August thru May (Daily) -On-going 	<ul style="list-style-type: none"> - Cycle Menu -TDA Form 1606 (Monitor Review) -TDA Form 1530 (Daily Meal Production Record) -Therapeutic Diet Menus

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PERFORMANCE STANDARD: 1304.23 (c)(1)(2)(3)(4)(5)(6)(7) (cont'd)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will contribute to the development and socialization of enrolled children by providing that: a variety of food is served which broadens the child's food experience; food is not used as punishment or reward; sufficient time is allowed for each child to eat; classroom staff including volunteers eat together family style sharing the same menu as much as possible; medically-based diets or other dietary requirements are accommodated and developmentally appropriate opportunity, is provided for the involvement of children in food related activities. Staff, while feeding, hold the infant and communicate with him/her gently and calmly.

OBJECTIVE: To introduce children to a variety of food to broaden their food experience considering their culture and ethnic preferences. Also to help infants develop a bond and a sense of security.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>2. Classroom staff will implement Head Start Nutrition Education Curriculum including Food, Early Choices, Smart Snack, My Pyramid (Food Groups) and others. Staff will encourage children to participate in nutrition activities implementing fruits and vegetables and will be explain the importance of proper nutrition. Parents will be provided the opportunity to participate with the children during these activities. Lessons will be incorporated into the education calendar.</p> <p>3. Currently Hidalgo County Head Start does not serve infants.</p>	<p>-Center Managers -Facilitators -Teachers -Assistant Teachers</p>	<p>- Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitor</p>	<p>-August thru May (Daily) -On-going</p>	<p>-Nutrition Lessons Plans -Education Calendar -Menus</p>

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PERFORMANCE STANDARD: 1304.23 (d)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will include opportunities to assist individual families with food preparation and nutritional skills.

OBJECTIVE: To provide opportunities to parent/guardian to participate in a basic nutrition course.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Staff will develop and implement an inter-agency collaboration agreement with the Expanded Nutrition Program to enroll parent/guardian in their basic food preparation course. This course will also offer consumer education. Parent/guardian successfully completing the course will be awarded certificate of accomplishment. The Expanded Nutrition Program also includes courses on money management, self-esteem, parenting, feeding children, storing of foods properly, food safety and label reading.	<ul style="list-style-type: none"> -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers 	<ul style="list-style-type: none"> -Child Nutrition Director -Family Services Director -Education Area Directors -Executive Team Members assigned to monitor center -Food Monitors 	<ul style="list-style-type: none"> -August thru May -On-going 	<ul style="list-style-type: none"> -Community Partnership Agreements

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PERFORMANCE STANDARD: 1304.23 (e)(1)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will post evidence of compliance with all applicable federal, state and local food safety and sanitation laws including storage, preparation and services of food and the health of food handlers.

OBJECTIVE: To comply with all local, state and federal regulations for food services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
1. Child Nutrition department and any other staff with some type of involvement with meal service will receive pre-service and on-going training relating to food service and sanitation.	-Head Cooks -Food Production employees -Center Managers -Facilitators -Support Services Assistants -Teachers -Assistant Teachers -Custodians -Volunteers	-Child Nutrition Director -Health Services Director -Family Services Director -Education Area Directors -Food Monitors	-August thru May -On-going	-Food Program Required Trainings -Training Agendas
2. The program will ensure that inspections by local and state sanitation departments are conducted and posted for review	-Head Cooks -Center Managers -Facilitators -Custodians	-Child Nutrition Director -Health Services Director -Education Area Directors -Executive Team Member assigned to monitor center	-August thru May -On-going	-Inspection Documents -Food and Refrigeration Temperature Logs

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
 EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
 PROGRAM PLAN
 2008-2009

PERFORMANCE STANDARD: 1304.23 (e)(1) (Cont'd)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will post evidence of compliance with all applicable federal, state and local food safety and sanitation laws including storage, preparation and services of food and the health of food handlers.

OBJECTIVE: To comply with all local, state and federal regulations for food services.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
3. Child Nutrition department staff and parent/guardian/volunteers directly involved in the preparation of food will possess a health card and food handler's certificate.	-Head Cooks -Center Managers -Facilitators -Teachers -Assistant Teachers -Custodians -Volunteers	-Child Nutrition Director -Health Services Director -Family Services Director -Education Area Directors -Executive Team Member assigned to monitor center -Food Monitors	-August thru May -On-going	-Training Agendas -Certified Food Handler's Certificate

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
 EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
 PROGRAM PLAN
 2008-2009

PERFORMANCE STANDARD: 1304.23 (e)(2)

GOAL: The HIDALGO COUNTY HEAD START PROGRAM/EARLY HEAD START will provide facilities for proper storage and handling of breast milk and formula.

OBJECTIVE: To make available proper storage and handling of breast milk and formula.

TASK TO BE ACCOMPLISHED	PERSON RESPONSIBLE	PERSON RESPONSIBLE FOR MONITORING	PROJECTED DATE OF COMPLETION	DOCUMENTS OR FORMS
<p>1. At present Hidalgo County Head Start Program serving 3 to 5 year old children. Non-Formula or Breastfeed children unless medically needed.</p>				

HIDALGO COUNTY EARLY HEADSTART/HEADSTART PROGRAM
EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES
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2008-2009