



PROVIDERS FOOD PROGRAM MARCH 2009



As we continue through the review process we will continue to pass on information from the Department of Education.

IMPORTANT INFORMATION CONCERNING INFANT MENUS

Even if you are not claiming infants at the present time, it is important that you read the following information.

When filling out your infant menus, if you currently have two infants that are the same age, you must fill out two menus, one for each child. As you are aware, the infant menu is divided into sections for each meal or snack. The first section is for children up through 3 months. The next section is for 4-7 months, and last is 8 months till the child turns 1.

If you currently have two children that fall into the 4-7 months you need to list the food separately for each child. There are a few ways you can handle this. One would be to write the food next to each other. If they had the same meal/snack, make a notation on each meal/snack that child #2 (for example) was fed the same meal. Last, we will have cycle menus available that you can use.

The next piece of information regarding infant menus is concerning solid foods. From birth through 7 months it is the parent's choice when solid food is introduced. While you are in the trial process of introducing solid food such as cereal, do not record it on the menu until the child is eating it on a regular basis. Once you start recording food, you must continue. When the child turns 8 months they need to be on solid food unless we have a Doctor's note.

REFRIGERATOR

Besides needing a thermometer in the refrigerator section and also the freezer, your food must be covered with saran wrap or stored in a plastic container.

MEAL TIMES

Remember- your visits are scheduled around the meal/snack times you have given us. If your times change please notify the office immediately.

REMEMBER

Menus must be in by the 5th of each month to make the 1st bill. Menus received after the 5th will go on the 2nd bill.

CHILD ENROLLMENT FORMS

Please note the following important changes when sending in a new child's enrollment form.

When a child starts in your care, you have 24 hours to have their parent sign the enrollment form in order to start claiming that child immediately. If the parent delays in signing the form, you will not be allowed to start claiming until the date the parent signed that form.

Please double check all the info before sending it in. If you have a school age child- you must complete the school information box regarding what time they leave and return from school.

If a child moves or changes their schedule they must send in an updated enrollment form to the main office and also place one in your Providers Food Program folder.

Any parent can refuse for their child to participate in the food program; however we need their refusal in writing.

OVERCLAIMING

We have sent letters to all providers. Please remember you cannot claim more than 2 meals and 1 snack OR 2 snacks and 1 meal per child per day. Any menus sent in that contain overclaiming; will have to resubmit corrected menus.

TRAINING

Your home visitor should have given you your first training between October and February. If you haven't returned it, please return no later than March 31st. We are now in the process of handing out the 2nd training- "Celebrate Whole Grain Goodness". If you never received your first training please contact the main office. 781-939-9292

Have you renewed your CPR since October? If you have, please send us a copy of your CPR card for our files and place a copy in your Providers Folder also.

PET FOOD

We all love our cats and dogs and most of the time our day care children have a special relationship with our pets. The USDA has a regulation that during your day care hour's pet food cannot be in the kitchen area where food is prepared or served.