

Multicultural Child Development Center

CACFP Wellness Policies

2024-25



Multi-Cultural
CHILD DEVELOPMENT CENTER

Updated 08/03/2024

Introduction

The Multicultural Child Development Center is a program of the West Santa Rosa Local Action Agency Council Inc. The Multicultural Child Development Center's Wellness Policy was based on and developed using USDA's Nutrition Standards for all Foods from the Adult and Child Food Program. As changes are made, The Multicultural Child Development Center's Wellness Policy will be updated to comply with the federal minimum requirements.

Our Food Program's standards are a support effort by school food service staff, school administrators, teachers, parents, and the school community, who all work together to instill healthy habits in students. The intent of these standards intent to make healthier meals for all students. These meals must meet common-sense standards for fat, saturated fat, sugar, and sodium, while promoting products that have whole grains, low- fat dairy, fruits, vegetables or protein foods as their main ingredients.

MCCDC WELLNESS POLICY

The MCCDC wellness policy includes goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The MCCDC preschool's officials (Executive Director and Program Supervisors) will meet as appropriate, to ensure that each program (AM and PM) complies with the preschool wellness policy.

The MCCDC must count with the following Wellness Policies points:

- Advisory Group (4)
- Record-keeping & Program Accountability (5)
- Meal Counts, Meal Benefits, (6)
- Meal Consumption & Nutrition (7)
- Food Allergies (8)
- Special Diets (9)
- Meal Nutrition Standards & Requirements (9-11)
- Civil Rights (12)
- Physical Activity (13)
- Food & Curriculum (13)
- Gardening (14)

ADVISORY GROUP

The team of advisors is formed by the Executive Director, Administrative Assistant, the Food Coordinator and the AM and PM Supervisor(s). This team will meet as necessary to coordinated changes in the policies, review bulletins and plan school events that are closely part of the Food Program.

RECORD-KEEPING & PROGRAM ACCOUNTABILITY: CDE / CACFP / USDA Forms & Regulations

- MCCDC must retain basic records demonstrating compliance with the CACFP and must include the following documentation: Compliance with the requirements, school Food Program's present's year contract with CDE, the wellness policy, and a print out of the recent bulletins with the Food Program changes/actualizations.
- **Communications/Procedures:** When the Executive Director and Family Services Coordinator receive an email from the CDE Food Program, they both must read, review and discuss the implementation of the new regulations issued by the USDA and the California Department of Education. The executive director will be responsible to inform and train the staff responsible for the specific areas in a timely manner.
- MCCDC administration staff; Executive Director, Administrative Assistant and Food Program Coordinator must maintain documentation of enrollment, meal counts, meal benefits (Correctly certified), food productions, menus, food products labels, etc. up to date and completed in their respective files.
- **Children's Files:** The Administrative Assistant must complete (Names, dates, signatures, important data and/or information, and initials where they need to be) and review all the children's forms: The attached list is in each of the children's files. The Executive Director will review each file to make sure they are all properly completed and up-to-date.

Child's File Checklist:

Start Date _____

Drop Date _____

Session: _____

Data Collection: _____

Required forms:

- ___ Application Form (dated & signed)/CEL application
- ___ 9600 App. (CD 9600)
- ___ Data Collection 9600A (signed & copy to family)
- ___ Notice of Action (CD 76-17)
- ___ Proof of address (CA. Resident)
- ___ Birth Certificates (Required of children in family)
- ___ CPS referral Form (If applicable)
- ___ Income Verification (Self-Employed declaration)
- ___ Income Calculation Worksheet
- ___ Subsidy Policies
- ___ Employment Verification (if needed)
- ___ Release of Information/permission
- ___ Self Declaration (if needed)
- ___ Family and Child Needs Assessment
- ___ T B Clearance (required of adult Volunteer)
- ___ Meal Benefit Form (Distribute Letter to Families)
- ___ Workday Contract
- ___ Parent Handbook Receipt
- ___ Photo Release/Permission
- ___ Email Release/Permission
- ___ Recvd. Parent Appeal brochure

Required Licensing Forms

- ___ Identification/Emergency Info. (Lic700)
- ___ Child Preadmission Health History (Lic702)
- ___ Physicians Report (701)
- ___ Consent for Medical Treatment (Lic627)
- ___ Blue Card (Public Health 286)
- ___ Immunization record
- ___ Admission Policy/Agreement
- ___ Centrally Stored Med Lic 622
- ___ Notification of Parent's Rights (Lic995)
- ___ Children's Personal Rights (LIC 613A)
- ___ Nebulizer Consent/Verification (9166)
- ___ Recvd. Background check info (LIC 995E)

___ **Asthma (9166)**

___ **IEP**

___ **Legal Issues/Custody papers**

___ **Restraining Order**

___ **Special Needs**

Comments:

Rev.12/16

Meal Counts: As required by the CACFP-CDE, every institution must maintain accurate daily attendance records at all sites; the records must identify the time-in and time-out for each participant. All records must be maintained for a minimum of three years after the end of the program year to which they pertain, or until audit and administrative review issues are resolved. (Child and Adult Care Food Program Administrative Manuals for Child and Adult Care Centers, pages 3-11 and 4-2)

All meal counts must take place at the point of service. Counts of the number of meals ordered, the number of meals sent by the kitchen, or the day's attendance are not accurate or acceptable documentation for meal counts (Child and Adult Care Food Program Administrative Manuals for Child and Adult Care Centers, pages 3- 11 and 3-12)

- Each AM and PM program must appoint a teacher per classroom to record, at the point of service, the number of meals served to enrolled participants each day. This means that every day, a staff member must count and record the total number of participants who participate in the meal service (family-style) plus the time the meal is served. Daily counts of meals served to adult employees and any other non-enrolled persons must also be recorded, although they cannot be claimed for reimbursement.
- Meal Counts are recorded using the APP HUBBE, a record-keeping system of the MCCDC.
- At the end of the month we will match the meal counts with the number of children present each day, looking for accuracy (Note: Having less children than children present only mean, some children might have chosen not to eat that meal and is acceptable).

Who checks for accuracy?

- 1- Each responsible classroom staff
- 2- Administrative Assistant
- 3- Executive Director

Meal Counts Reporting:

- After the process of checking for accuracy, our the Executive Director inputs the numbers in the General Meal Count Monthly Form.
- Finally, after the monthly meal counts are input in the General Meal Count Monthly Form, The Executive Director inputs those numbers in the CACFP - CNIPS monthly claim, copies the summary and puts these forms into the Food Program binder.

Meal Benefits Eligibility Status: At enrollment, each family fills out the CACFP Meal Benefit Form.

Meal Benefit Form: “The MBF (Meal benefit form) is the form that the Child and Adult Care Food Program (CACFP) reimburses child and adult care institutions and family or group day care homes for providing nutritious meals and snacks to the children and older adults or chronically impaired persons with disabilities in their care.”

“An MBF must be completed and certified for any child who is not automatically eligible for free meals and whose meals and snacks are claimed at the free or reduced-price (F/RP) rate. The MBF, along with a Letter to Parents, which explains the purpose of the MBF, should be distributed to the parent or guardian of each enrolled child.” (CACFP official page).

Before distributing the MBF, our center will ensure that each MBF form contains the following: Current program year, Name of the CCC, Phone number to call to receive help in filling out the form, and the Name of the place and person at CCC to whom the completed form would be returned to.

The Multi-Cultural Child Dev. Ctr. Makes sure each new family receives the CACFP Welcome letter and that they fill out the MBF form either on Open House or the day child is enrolled if child starts after the official start day of school.

The Administrative Assistant will ensure that each Meal Benefit Form is filled correctly and is fully completed. The Executive Director will check each form for accuracy.

Each year in the month of October, CACFP starts a new fiscal year for all the contracted programs. This year we input the most recent number of children we are serving, in each one of the categories: Free/Reduce/Base; including the children who dropped in that month, as long as we served them, they will be included in this report. This number can be modified if needed, to match the actual number of children we are serving and continue with this amount the rest of the CACFP fiscal year, unless there is a significant change (more than 10 %) on the Free/Reduce/Base numbers.

MEAL CONSUMPTION & NUTRITION

The MCCDC serves meals Family Style. Children are taught to serve themselves with the support of the teachers, who mostly help the children serve the amounts they want, due to the active cross contamination of viruses, after the Covid 19, RSV, Flu etc.

Our school schedule provides at least 15 minutes for each student to consume the AM or PM for each student to consume their meals, however, if some children take longer time, we let them

finish, they either stay with a teacher who keeps them company, or they are moved to the office to continue with their meal.

Morning program: Children will get with an am snack and lunch daily.

Afternoon Program: Will get lunch and an afternoon snack daily.

These meals are all according to the Federal Food Program guidelines for balanced nutritional meals.

The menus are planned to include foods of various cultures; we highly encourage our families to provide us with suggestions and recipes.

MCCDC Prohibits any food items from outside, other than the food brought through the CACFP Program or in Special Occasions that does not interfere CACFP program.

New foods will be presented to the child to expand children's knowledge of varieties available.

Trying a small amount of each food is encouraged before second helpings are offered.

Our meals are served "family style." Children will learn to serve themselves and learn appropriate table manners. Conversation is encouraged at meals. All the children will sit down together for meal times; children who do not want to eat may leave the table, when excused by teacher, to read a book quietly. Teachers or other responsible adult will sit with the children at meal times.

FOOD ALLERGIES & SPECIAL DIETS

Food Allergies: At the time of enrollment, parents are asked if their child have any allergies to foods or others. The information provided will be in the child's records and posted in the kitchen and classroom.

MCCDC will provide food substitutions to a child with a disability as required by the physician when the need for a substitution is supported by a written medical statement or completed Medical Statement form that is signed by a licensed physician, physician's assistant, or nurse practitioner. Also an institution must ensure that an accommodation due to special dietary needs which is not a disability still meets meal pattern requirements and is supported by a written medical statement or completed Medical Statement form signed by a recognized medical authority; a licensed physician, a physician's assistant, or a nurse practitioner. It is important all credentials of medical authorities are listed on medical statements for participants with special dietary needs.

Meals for children with recognized medical disabilities that restrict their diet must not be affected by the meal pattern. Meals will continue to be based on a written medical statement or completed Medical Statement form that is signed by a medical authority.

Fluid milk, meat and meat alternates, vegetables, fruits, and grains are required components in the lunch and supper meals and will follow the meal patterns as is shown in the Meal Nutrition Standards And Requirements section of this document.

Special Diets: We try to accommodate special diets, but if either for religious or other reasons, our menus are not appropriate, it is the parent's responsibility to work with the school administrator and Food Coordinator to find solutions.

Optional accommodations for children with special dietary needs must be consistent with the meal pattern as shown in the next section (Meal Nutrition Standards And Requirements).

MEAL NUTRITION STANDARDS & REQUIREMENTS

All the meal components must meet the minimum nutrition standards. These food standards apply to children age 3-5 years old and adults.

The Executive Director and Food Program Coordinator will meet as needed to:

- Make sure that the menu production records, menus, labels, standardized recipes, product formulation statements and Child Nutrition (CN) labels are available and clearly indicate that enough of each creditable food item was prepared for the total estimated and claimed participants.
- Ensure that all required components in the required serving sizes are served and listed on menu production records for each meal
Ensure that that recipes are available for items for food items prepared with more than one ingredient and that commercially processed combination items have a product formulation statement or child nutrition label to verify that the meal pattern requirements are being met.

SNACK 3-5 Years old

Minimum quantities

Meal components and food items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ²	Adult participants
Fluid Milk	4 fluid ounces ³	4 fluid ounces ³	8 fluid ounces ⁵	8 fluid ounces ⁵	8 fluid ounces ⁶
Meats/meat alternates ⁷	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent	1 ounce equivalent
Vegetables ⁸	½ cup	½ cup	¾ cup	¾ cup	½ cup
Fruits ⁸	½ cup	½ cup	¾ cup	¾ cup	½ cup
Grains ⁹	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent	1 ounce equivalent

Endnotes

¹ Must serve two of the five components for a reimbursable snack. Milk and juice may not be served as the only two items in a reimbursable snack.

² At-risk afterschool programs and emergency shelters may need to serve larger portions to children ages 13 through 18 to meet their nutritional needs.

³ Must serve unflavored whole milk to children age 1.

⁴ Must serve unflavored milk to children 2 through 5 years old. The milk must be fat-free, skim, low-fat, or 1 percent or less.

⁵ May serve unflavored or flavored milk to children ages 6 and older. The milk must be fat-free, skim, low-fat, or 1 percent or less.

⁶ May serve unflavored or flavored milk to adults. The milk must be fat-free, skim, low-fat, or 1 percent or less. Yogurt may be offered in place of milk, once per day for adults. Yogurt may count as either a fluid milk substitute or as a meat alternate, but not both, in the same meal. Six ounces (by weight) or ¾ cup (by volume) of yogurt is the equivalent of 8 ounces of fluid milk.

⁷ Alternate protein products must meet the requirements in Appendix A to Part 226. Through Sept. 30, 2025, yogurt must contain no more than 23 grams of total sugars per 6 ounces. By Oct. 1, 2025, yogurt must contain no more than 12 grams of added sugars per 6 ounces (2 grams of added sugars per ounce). Information on crediting meats/meat alternates may be found in FNS guidance.

⁸ Juice must be pasteurized. Full-strength juice may only be offered to meet the vegetable or fruit requirement at one meal or snack, per day.

⁹ Must serve at least one whole grain-rich serving, across all eating occasions, per day. Grain-based desserts may not be used to meet the grains requirement. Through Sept. 30, 2025, breakfast cereals must contain no more than 6 grams of total sugars per dry ounce. By Oct. 1, 2025, breakfast cereal must contain no more than 6 grams of added sugars per dry ounce. Information on crediting grain items may be found in FNS guidance.

LUNCH 3-5 years old

Meal components and food items ¹	Minimum Quantities				
	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ²	Adult participants
Fluid Milk	4 fluid ounces ³	6 fluid ounces ⁴	8 fluid ounces ⁵	8 fluid ounces ⁵	8 fluid ounces ⁶
Meats/meat alternates ⁷	1 ounce equivalent	1½ ounce equivalents	2 ounce equivalents	2 ounce equivalents	2 ounce equivalents
Vegetables ⁸	⅓ cup	¼ cup	½ cup	½ cup	½ cup
Fruits ⁸	⅓ cup	¼ cup	¼ cup	¼ cup	½ cup
Grains ⁹	½ ounce equivalent	½ ounce equivalent	1 ounce equivalent	1 ounce equivalent	2 ounce equivalents

Endnotes

¹ Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool care and adult day care centers.

² At-risk afterschool programs and emergency shelters may need to serve larger portions to children ages 13 through 18 to meet their nutritional needs.

³ Must serve unflavored whole milk to children age 1.

⁴ Must serve unflavored milk to children 2 through 5 years old. The milk must be fat-free, skim, low-fat, or 1 percent or less.

⁵ May serve unflavored or flavored milk to children ages 6 and older. The milk must be fat-free, skim, low-fat, or 1 percent or less.

⁶ May serve unflavored or flavored milk to adults. The milk must be fat-free, skim, low-fat, or 1 percent or less. Yogurt may be offered in place of milk once per day for adults. Yogurt may count as either a fluid milk substitute or as a meat alternate, but not both, in the same meal. Six ounces (by weight) or ¾ cup (by volume) of yogurt is the equivalent of 8 ounces of fluid milk. A serving of fluid milk is optional for suppers served to adult participants.

⁷ Alternate protein products must meet the requirements in Appendix A to Part 226. Through Sept. 30, 2025, yogurt must contain no more than 23 grams of total sugars per 6 ounces. By Oct. 1, 2025, yogurt must contain no more than 12 grams of added sugars per 6 ounces (2 grams of added sugars per ounce). Information on crediting meats/meat alternates may be found in FNS guidance.

⁸ Juice must be pasteurized. Full-strength juice may only be offered to meet the vegetable or fruit requirement at one meal or snack, per day. A vegetable may be offered to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

⁹ Must serve at least one whole grain-rich serving, across all eating occasions, per day. Grain-based desserts may not be used to meet the grains requirement. Through Sept. 30, 2025, breakfast cereals must contain no more than 6 grams of total sugars per dry ounce. By Oct. 1, 2025, breakfast cereal must contain no more than 6 grams of added sugars per dry ounce. Information on crediting grain items may be found in FNS guidance.

The Multicultural Child Development Center will make sure the Civil Rights is posted in all forms of communications the center has available:

- The Parents Handbook.
- The preschool's open & public areas (Patio entrance Parent's Bulletin, halls, lobby, classrooms, conference room and main office).
- The center's website: www.multiculturalpreschool.org
- The initial employee's packet

The Civil Rights states the following:

All forms of communication available to the public regarding the federal child nutrition programs must contain the following full nondiscrimination statement:

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html 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
- (3) E-mail: program.intake@usda.gov

This institution is an equal opportunity provider

PHYSICAL ACTIVITY

MCCDC must provide the opportunity for moderate to vigorous physical activity for at least one hour each regular school day (as defined by USDA). Teachers, school personnel, and volunteers will not use physical activity or withhold opportunities for physical activity as punishment.

MCCDC teachers will implement guided physical activities with the children every day, during outdoor and indoor activities.

FOOD & CURRICULUM

Sensory & Art activities: The MCCDC will refrain the use food items such as beans, pasta, rice, etc. in school art and sensory activities to show respect and sensitivity to certain cultures and populations that attend our preschool.

Our center provides quality preschool experience to low-income families of the West of Santa Rosa; our population is diverse and some come from countries with great economic challenges.

With these point in mind, our goal is to teach children not to waste food.

Lastly, the use of food is prohibit by the Community Care Licensing.

Exception: The only exception will be the use of flour, regular oil and salt to make play dough every Monday.

Cooking Projects:

Cooking with Preschoolers will development and learning thorough the process.

Social-Emotional Development – Hands-on cooking activities help children to develop pride and confidence in their skills and abilities. The act of following a recipe can encourage self-direction and independence, while also teaching children to follow directions and use thinking skills to problem solve.

Physical Development – Chopping, squeezing, spreading, and mixing are all cooking skills that help develop a child’s small muscle control and eye-hand coordination. It’s impossible to separate hands-on cooking activities from physical development for young children.

Cognitive Development – Cooking inspires children’s curiosity, thinking, and problem solving, offering new opportunities to make predictions and observations. Additionally, cooking offers authentic opportunities for students to understand and apply their knowledge of measuring, one-

to-one correspondence, numbers, and counting. As they follow a recipe, children organize ingredients, follow a sequence, and carry out multiple directions.

Language Development – Cooking is a great opportunity for language development. Children will follow steps and teachers will provide opportunities for children to learn new vocabulary and match real cooking items and actions to words as well as articulate questions inspired by their new experiences.

The MCCDC teaching staff will work cooperatively with the Cook Coordinator to organize, prepare and present at least two cooking activities a month to the children. Teacher must get an approval from their supervisor before they present the cooking project.

Teachers must provide the Food Program Coordinator with a list of ingredients needed for the activity the Thursday before the week of the project.

Teachers must make sure everyone involved in the cooking project follow the safety and sanitation rules.

GARDENING

Gardening in preschool provides children an engaging and an interactive environment to observe, discover, experiment, nurture and learn.

At MCCDC we count with garden boxes which are living laboratories that bring real life experiences, encouraging children to become active participants in the learning process.

Studies have shown that school gardens encourage children to consume fruits and vegetables, also increase parental involvement. School gardens teaches children's teamwork and self-understanding.

Gardens can be easily integrated into classroom learning, from the small seedling boxes in the classroom to transplanting them to the outdoor garden boxes.

MCCDC teaching staff, with the support of the Executive Director and Administrative Assistant will plan and execute gardening projects throughout the school year, making special emphasis during spring season.

Each teaching group (The teacher and his/her 8 children) will have a garden box in the playground area; they will take care of weeding, planting, harvesting and cleaning their box.

