

This handbook contains valuable information about the Child Care Food Program - VAC

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Child Care Food Program - VAC
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We work with *Family Day Care Providers in Calhoun, Doddridge, Gilmer, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt and Wood Counties.*

As an effort to improve the nutrition of children, the Child and Adult Care Food Program (CACFP) was authorized in 1975 when the National School Lunch Act and Child Nutrition Act were amended. This program is funded through the United States Department of Agriculture (USDA), administered in West Virginia by the State Department of Education, and is designed to help family day care providers serve nutritious, well-balanced meals to the children and infants enrolled in approved day care homes. Local sponsoring organizations, such as the VAC of Parkersburg, take responsibility of channeling food program funds to participating family day care home providers.

BENEFITS

PROVIDERS:

- ☺ Receive monthly reimbursements to help cover food costs for the children in their care.
- ☺ Are reimbursed for the meals their own children eat with the day care children if their income is within the USDA guidelines.
- ☺ Receive training that will enhance their skills and knowledge of nutrition, food preparation and record keeping. This ensures that each child cared for in the home receives nutritious meals.

COMPLIANCE WITH STANDARDS

All family day care providers must agree to comply with the standards set by the USDA for the Child and Adult Care Food Program, the West Virginia Department of Human Services and your local Resource and Referral agency. Home visits will be made by the Child Care Food Program- VAC on average *three times a year* to ensure that these standards are being maintained. [Representatives from the West Virginia Department of Education may accompany](#)

your monitor on home visits. Although these visits are sometimes planned in advance, unannounced visits will usually be made. *Any complaint will be investigated with an unannounced visit being made to determine if any irregularities have taken place.*

If for any reason the DHHR closes your day care home/ facility, you will automatically be closed as a Family Day Care Provider.

PROVIDER ELIGIBILITY

Any family day care provider who is taking care of at least one child in his/her home on a regular basis is eligible to be registered or certified to participate in the Child Care Food Program. You must meet standards as regulated by DHHR, your local resource and referral agency and the Child Care Food Program-VAC.

- ✓ You must be registered as a family day care provider by your local Resource and Referral Agency (R & R) and the Department of Health and Human Resources (DHHR) before enrolling in the Child Care Food Program. Contact your local R & R office or the DHHR office in your area for information on becoming registered. ***THE DHHR REGISTRATION CERTIFICATE IS REQUIRED BEFORE PAPERWORK CAN BE PROCESSED TO ENROLL YOU ON THE FOOD PROGRAM. It is the responsibility of the provider to keep your registration current.*** Registered providers are monitored by their local DHHR office to verify that registration requirements are being met. The Food Program representatives may also remind you of any registration requirements not being met.
- ✓ If you have been approved as a **Home Day Care Provider**, you may have **NO MORE** than 6 day care children in your home at one time with **no more than 2 of these children under the age of two**, including your own children under age 6.
- ✓ If the Resource and Referral Agency and the DHHR have approved your home as a **Day Care Facility**, then you may have up to 12 day care children with no more than 4 under the age of two. A qualified helper is required for a FACILITY. Your meals will be kept at point of service (as you serve meals you will record meals and children). Check with your local Resource and Referral Agency or your DHHR office for more information.
- You can **Self Certify** as an **Informal Day Care Provider** if caring for under 3 children or a **Relative Only Care Provider** if watching 6 or fewer related children. Contact DHHR.
- ✓ Some items you will need include a fire extinguisher, first aid kit, smoke detector, and flashlight (with batteries).

TIER VERIFICATION

Providers are classified according to their Tier Level

The USDA has established a two-tier reimbursement system, Tier I and Tier II, for reimbursing day care home providers participating in the CACFP. Tier I reimbursement, which is a higher rate, is reserved for low-income providers and providers serving low-income children.

TIER I - Family day care homes qualify for Tier I rates based on the home's location in the state **or** the provider's household income. Eligibility is determine based on location, census data or elementary school free and reduced price meal percentages. Providers with a household income that is at or below 185% of the federal income poverty guidelines are also eligible for Tier I reimbursement. An example for determining Tier I would be: if you live in a school district with **MORE** than 50% of the children attending that school receiving free or reduced lunches, then you would be classified as a TIER 1 provider and receive the higher reimbursement rates. If you have school-age children that you want to claim on the Food Program along with your Day Care children, then you must fill out a Free and Reduced form and provide income verification to show that you are income eligible.

TIER II - Tier II reimbursement, which is a lower rate, is for homes that do not meet the criteria for Tier I reimbursement. Example: if you live in a school district with **LESS** than 50% of the children attending that school receiving free and reduced lunches, then you will be classified as TIER II and receive the basic, lower reimbursement rates. Family day care providers living in a Tier II area have the option to fill out a free and reduced form and provide income verification to show qualification within the income guidelines. If you qualify, you will be eligible to receive the higher Tier I reimbursement rates. If your home is classified as Tier II, then you would have three options for receiving reimbursement:

- ☐ You may choose to receive Tier II rates for all meals served to enrolled children.
- ☐ You may request that the Child Care Food Program collect income information on **ALL** your day care children. Some of them may be income eligible and you will receive the higher reimbursement rate for these children.
- ☐ You may request that the Child Care Food Program collect income information on **ONLY** your day care children that participate in a Federal or State funded program.

If your income changes by more than \$50, you need to report it the CCFP office. Any change in income may effect your TIER status. It may also effect reimbursement for your own children.

PROVIDER AGREEMENT

A Child Care Food Program representative will visit your home at your request to explain the benefits and requirements and to verify that you meet DHHR and CCFP-VAC standards. An agreement between you and the Child Care Food Program is signed when you enroll. The agreement lists the rights and responsibilities of both the CCFP-VAC and the provider. This is

not a binding contract. *You may stop participating in the Child Care Food Program at any time. You just need to let us know that you are quitting and send in withdrawal forms for all of your children.*

ELIGIBILITY OF CHILDREN

ELIGIBILITY OF SCHOOL AGE CHILDREN:

YOU ARE NOT ALLOWED TO CLAIM BREAKFAST OR LUNCH ON A SCHOOL DAY. You can claim meals served on sick, no school, or snow days but you **MUST RECORD THE REASON ON YOUR CIF OR THAT MEAL WILL BE DISALLOWED.**

ELIGIBILITY OF PROVIDERS OWN CHILD:

If you fall within the guidelines of income eligibility or receive food stamps, you can claim reimbursement for your own children under the age of 13 who are present during the time you are caring for other children. *Provider's own children, under the age of 6, must be counted in your quota of 6 children at all times.* **ANY CHILD THAT RESIDES WITH YOU FOR MORE THAN THREE CONSECUTIVE DAYS MUST BE CLAIMED AS A PROVIDERS CHILD** with written documentation explaining how long the child will be claimed as a providers child.

MONITORING

The Food Program staff will visit your home an average of three times during the year. All monitoring visits may be announced or unannounced. The first visit will be within the first 30 days you are on the program. To be prepared for these visits YOU need to:

- ☺ have your CCFP-VAC agreement
- ☺ have your R & R / DHHR registration certificate
- ☺ **HAVE MENUS & ATTENDANCE FORMS UP TO DATE.** *Any meal or attendance not recorded at the time of a monitoring will be noted by the monitor on your paperwork and disallowed when your claim is processed.*

THE MONITOR WILL:

- ☺ review your current menu & attendance forms
- ☺ talk to you about any problems
- ☺ give you information that is helpful
- ☺ review your R & R / DHHR registration to make sure it is current

We come to your home to observe a meal service and assist you with any problems you are having with your paperwork. We are not there to watch your children eat a full meal, grade you or eat with you. The monitoring report we complete during the home visit shows the

federal government that we are all complying with program guidelines.

It is your responsibility to notify the Child Care Food Program office of any changes in your schedule. **It is also your responsibility to tell us when you change your meal times.** If we do not have a meal time listed for a specific meal, those meals will not be reimbursed.

Failure to complete a successful home visit will result in your claim for that month not being accepted and possible closure of your home by the Child Care Food Program.

PROVIDER RESPONSIBILITIES

ENROLLMENT OF CHILDREN

You are responsible for enrolling children and for completing the Child Care Food Program enrollment forms. *A parent or guardian's signature and complete mailing address on the enrollment form is required.*

You can be reimbursed for 2 main meals and 1 snack **OR** 2 snacks and 1 main meal per child per day. **However, the number of meals and snacks served for each child will depend on the time the child arrives and the length of time the child remains in the day care home.** Children are eligible until age 13 (18 for the disabled).

Meals should be served at regular times each day.

There must be at least 3 hours between the beginning of breakfast and lunch, when no snack is served. There must be at least 4 hours between lunch and supper when no snack is served. When a snack is served between meals there must be at least 2 ½ hours between meals and snacks.

Examples:

AM snack at 9:30 am / Lunch at 12:00 pm (2 ½ hrs later) / Supper at 4:00 pm (4 hours later)

Breakfast at 8:00 am / Lunch at 11:00 am (3 hrs later) / PM snack at 1:30 pm ((2 ½ hrs later)

You must notify the YWCA Child Care Food Program office if you change your scheduled meal times. We use these times to set up home visits. **If you are not going to be home at a scheduled meal time, please call and let us know.** Most visits are drop-ins. Several providers have the same meal times and in order to efficiently cover several meals on the same day, we may ask you to adjust a certain meal time for one visit. **If we are at your house to monitor and you aren't there at the scheduled time, then you will not be allowed to claim that meal.**

Make sure that we have your current meal times on file. If you have a child that leaves at 4:30 pm and your supper time isn't until 5 pm, then you cannot claim that child for supper.

MENUS AND ATTENDANCE FORMS

A **BREAKFAST** includes a serving of: milk, a fruit, vegetable or 100% fruit or vegetable juice, and a bread or bread alternate.

A **LUNCH/SUPPER** includes a serving of: milk, meat or meat alternates, bread or bread alternate and 2 servings of a fruit or vegetable.

A **SNACK** includes: Two foods from the basic four food groups, each food from a different food group.

A component is a food grouped in a certain category according to the CACFP Meal Pattern; i.e., milk component, meat/meat alternate component, fruit/vegetable component, and the bread/bread alternate component.

Mark the attendance form each time a child is served a meal or snack that you are going to claim. ***Be sure to record accurate times when each child is present and make sure that the parent signs and initials the time in/out sheet.*** Parent signatures and initials missing will result in those meals being disallowed.

Be careful not to have too many children present at one time. If you are over your quota, then you will lose all of the meals for that service. ***Example:*** if you claim too many children for lunch on the 1st, or if your recorded times reflect too many children present at one time, then you will lose all lunches or meals claimed on the 1st. ***If you are watching too many children at once, you are breaking a West Virginia State Law and you could lose your certification or registration as a day care provider.***

Plan your menus in advance, including all of the required foods. This provides a grocery list and ensures that needed food is in the home at meal time.

BE SURE TO SIGN YOUR PAPERWORK. Your signature and your provider number is necessary on the menu form to certify that you are submitting accurate information.

Make sure your paper work is up to date when we do a home visit. ***Any meals or attendance not recorded will be disallowed and there will be no reimbursement given for those meals.***

Menu and attendance forms are to be kept for the month starting with the first day of the month. The paperwork is to be sent to the CCFP - VAC office after serving the last meal or snack for the month. ***Paperwork MUST be in the office by the 5th day of the following month being claimed to ensure receiving your money without a delay.*** New paperwork is begun at the first day of attendance for each month.

Do not recopy your menus and attendance sheets. A lot of mistakes are made and reimbursements are lost. ***DO YOUR PAPERWORK EVERY DAY!***

If you send paperwork to us before the end of the month, we cannot pay you for meals claimed after the post marked date.

Please be neat. Claims can be hard to read. Be sure you are using a #2 pencil. If we can't read your claim, you will lose meals and reimbursements. **Please do not staple, fold or use anything but a #2 pencil on the Minute Menu bubble forms.**

Meals must meet USDA requirements in order to be reimbursed. New family day care providers will be given a **three month** period to learn about the Child Care Food Program and to correct any areas not meeting standards. No meals will be deducted for menu mistakes during this time. **However, meals claimed that have no menus recorded WILL be disallowed.** Providers will be notified each month of any areas of non-compliance as detected from the provider's records and menus.

Keep a copy of your menu/attendance forms. There have been very few problems with forms being lost in the mail. However, it does happen. If claims are lost, it will not be possible for the Child Care Food Program to pay, unless the information can be accurately duplicated.

If you fax any paperwork to us, be sure to mail the original as soon as possible so we can have the original for our files.

It takes more than one stamp to mail the necessary forms. If there is insufficient postage your paperwork may be returned to you by the post office for additional postage. This could cause your paperwork to arrive late for processing.

It is your responsibility to notify the Child Care Food Program of any changes in your phone number, mailing or physical address. Failure to do so could result in the closure of your home with the Child Care Food Program.

A Block Claim is when a provider claims consistent meals for 15 days in a row. A Block claim will be verified by a monitoring visit.

Be sure to mail all of your Child Care Food Program paperwork to:

**Child Care Food Program - VAC
521 Market Street Box # 50
Parkersburg, WV 26101**

REIMBURSEMENT PROCESS

Your menus are read by staff and meals are totaled. A computerized system determines the amount of reimbursement you should receive. A report is sent on the 10th of the month to the State Department of Education Office of Child Nutrition requesting reimbursement for food served by our providers. A letter is sent to you discussing any mistakes you may have made.

REIMBURSEMENT RATES for the period of July 1, 2007 - June 30, 2008:

TIER I Rates

(School districts that are at or above the 185% poverty guidelines - determined by annual school data)

Each lunch or supper	\$ 2.06
Each breakfast	\$ 1.11
Each snack	\$.61

TIER II Rates

For those providers living in a Tier 2 area (School districts that are less than 185% needy - determined by annual school data) - the rates are as follows:

Each lunch or supper	\$ 1.24
Each breakfast	\$.41
Each snack	\$.17

Reimbursement checks are mailed within five working days after the Child Care Food Program has received payment from the WV Department of Education. Checks are sent to you approximately one month after menus are received in the office. ***There is no set date for food checks to be issued. Please don't call the office to ask. If you have requested it, we will call you when the check is ready.***

We will mail your check to you.

A successful monitoring has to take place during your required month. If the staff has been unable to do a successful monitoring visit with an active provider you may be placed on corrective action. After three unsuccessful attempts, no further claims will be accepted until a successful monitoring takes place.

ERROR IN PAYMENT

It is important for providers to make sure their checks are correct as soon as possible. ***If you suspect an error, contact our office immediately.***

LATE CLAIMS

There is usually ***a delay of 4-6 months*** before a provider is paid if claims are not received by the ***5th*** of the month. If claims are received late, an addendum report must be filed with the West Virginia Department of Education. This additional report can only be accepted one time

45 days after the deadline. This office can only submit one additional claim for payment after the regular report has been made. **Make sure you file your claim on time.**

TRAINING

You will receive training in filling out your enrollment forms, menu forms, and attendance forms at the time you sign your agreement with the CCFP. You will receive timely information to help you with your paperwork, and also to give you some new ideas for meals and activities.

The Child and Adult Care Food Program regulations **REQUIRE** that each enrolled family day care provider receive training at least once a year. You will find this stipulation in your Provider's Agreement Contract. You will be notified when any Child Care Food Program training is scheduled. **Failure to complete the required annual training** may result in being placed on "hold" status and no claims will be accepted until completed.

Information and assistance is available at any time by calling the office. It is better to call when you have a question than to have a deduction from your payment because of a mistake in your paperwork. If no one is in the office, please be sure to leave a message on the answering machine and your call will be returned.

Training sessions are also required by all providers during the year through your Resource and Referral Agency and the DHHR. It is important that you participate in this training to remain a registered provider.

INACTIVE STATUS

If no menus are received for 3 months the provider will be considered inactive and placed on hold. **It is the responsibility of the provider to call the office when you become active again so that a monitoring can take place before you turn in your current claim.** No claim will be accepted if a successful monitoring can not be done.

SUBSTITUTE PROVIDER

If you close your day care for a day, go on vacation, or leave for an emergency and your enrolled children go to another provider you can not claim the meals during that period of time. If meals will be served in the provider's home and a monitoring visit is conducted, the substitute must be able to supply the necessary paperwork for a successful monitoring in order to claim those meals.

It is your responsibility to inform the Child Care Food Program when there is an alternate care giver in your home. If you have a substitute provider come to your home,

information concerning the substitute needs to be on file in our office before you leave. You may fill out a substitute form, send us a letter or note, give us a phone call or leave a message on the office phone. *The substitute MUST also sign the attendance form at the bottom and initial the days he/she provided care in your home.*

CORRECTIVE ACTION

Action will be taken as needed for any infraction of regulations set by USDA, Child Care Food Program, and WVDHHR. Warnings are written at the time of the visit. A period of time is given to the provider in which to take care of any problem. A follow up visit is made to confirm that the problem is resolved. Also, if problems are determined during the processing of your paperwork or claim, you will be notified so a solution may be reached.

FALSIFICATION OF RECORDS

Falsifying records will result in suspension or termination from the Child Care Food Program. All questionable records will be thoroughly investigated and reviewed by the Child Care Food Program Director. An appropriate recommendation will then be made. Any deliberate misrepresentation of meals served, such as continuing to claim children no longer in your care, marking meals for excessive days, marking meals not served, falsifying parent information, or signing parent signature constitutes *fraud* and carries a possible federal sentence along with case closure and repayment.

THE FOLLOWING STATEMENT COMES FROM THE FEDERAL REGISTER

SEC. 226.25

FRAUD PENALTY: Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property that are the subject of a grant or other forms of assistance under this Part, whether received directly or indirectly from the Department or whoever receives, conceals, or retains such funds, assets or property to his use or gain, knowing such funds, assets or property have been embezzled, willfully misapplied, stolen, or obtained by fraud shall, if funds, assets, or property are of the value of \$100 or more, be fined not more than \$10,000 or imprisoned not more than five years, or both, or, if such funds, assets, or property are of value of less than \$100, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both.

INVESTIGATION OF COMPLAINTS

It is the policy of the CCFP-VAC to investigate all complaints. A record of all complaints and the follow-up action will be maintained at the Child Care Food Program office. Complaints should be addressed in WRITING to: Child Care Food Program Director, Child Care Food Program, 521 Market Street, Parkersburg, WV 26101.

HOUSEHOLD CONTACT POLICY

If a sponsor finds it necessary to question an onsite monitoring review or a review of a claim, a household contact by phone/written contact will be made by the CCFP to an adult member of the household with a child in a family day care home. Further explanation may be needed, including, but not limited to:

Block claim (the number of meals claimed by the day care home for one or more meal types is identical for 15 consecutive days), submission of false information, failure to maintain adequate records, claiming excess meals, claiming meals over license capacity, claiming unapproved meal types on holidays or weekends, claiming lunch for school-age children on school days, parent complaints, review findings, facility is implementing corrective action due to serious deficiency(ies)., FDCH provider is consistently unavailable.

APPEAL PROCEDURE

If your participation in the USDA Child and Adult Care Food Program is terminated for cause by the Child care Food Program, you have the right to appeal that determination to the selected Representative, a review official not involved in the decision to terminate the daycare provider. The procedures will be followed by both the Child Care Food Program and the family day care home provider.

USDA Infant Meal Pattern

<i>Age of Baby by Month</i>	<i>Breakfast</i>	<i>Lunch & Supper</i>
	<i>Snack</i>	
<i>Birth through</i>	4-6 fluid ounces 4-6 fluid ounces	4-6 fluid ounces
<i>3 Months</i>	(fl oz) breast (fl oz) breast milk ^{②③} or formula ^①	(fl oz) breast milk ^{②③} or formula ^①
<i>milk^{②③} or formula^①</i>		
<i>4 Months</i>	4-8 (fl oz) breast	4-8 (fl oz) breast
<i>4-6 (fl oz) breast</i>		
<i>through</i>	milk ^{②③} or formula ^①	milk ^{②③} or formula ^①
<i>milk^{②③} or formula^①</i>		
<i>7 Months</i>	0-3 tbsp infant cereal ^{①④}	0-3 tbsp infant cereal ^{①④}
		and
		0-3 tbsp. fruit and/or
<i>vegetable^④</i>		

8 Months 2-4 (fl oz) breast	6-8 (fl oz) breast	6-8 (fl oz) breast
through milk ^{②③} or formula ^① <i>or</i>	milk ^{②③} or formula ^①	milk ^{②③} or formula ^①
11 Months Fruit juice ^⑤	and	
	and	a
0-1/2 slice bread ^{④⑥} <i>or</i>	2-4 tbsp. infant cereal ^①	2-4 tbsp. infant cereal ^①
0-2 crackers ^{④⑥}	and	and/or
yolk,	1-4 tbsp. fruit <i>and/or</i> vegetable	1-4 tbsp. meat, fish, poultry, egg cooked dry beans or peas, or 1/2 - 2 oz. cheese or 1-4 oz. cottage cheese (weight), cheese spread (volume) and 1-4 tbsp. fruit and/or vegetable
cheese food <i>or</i>		

① Infant formula and dry infant cereal shall be iron-fortified. ② Breastmilk or formula, or portions of both, may be served; however, it is recommended that breast milk be served in place of formula from birth through 11 months. ③ For some breast fed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered with additional breast milk offered if the infant is still hungry. ④ A serving of this component is required when he infant is developmentally ready to accept it. ⑤Fruit juice must be full strength. ⑥ A serving of this component must be made from whole grain or enriched meal or flour.

USDA Meal Pattern for Children Ages 1- 12

	1 to 2 years	3 to 5 years	6 to 12 years ¹
BREAKFAST			
Milk, fluid	1/2 Cup	3/4 Cup	1 Cup
Juice ² or Fruit or Vegetable	1/4 Cup	1/2 Cup	1/2 Cup
Grains / Breads³:			
Bread or	1/2 Slice	1/2 Slice	1 Slice
cornbread, biscuit, roll, muffin or	1/2 Serving	1/2 Serving	1 Serving
cold dry cereal or	1/4 Cup	1/3 Cup	3/4 Cup
hot cooked cereal, pasta, noodles, grains	1/4 Cup	1/4 Cup	1/2 Cup
LUNCH OR SUPPER			
Milk, Fluid	1/2 Cup	3/4 Cup	1 Cup
Meat or Meat Alternate			
Meat, Poultry, or Fish ⁴ or	1 Ounce	1 1/2 Ounces	2 Ounces
Alternate protein product	1 Ounce	1 1/2 Ounces	2 Ounces
Cheese or	1 Ounce	1 1/2 Ounces	2 Ounces
Egg or	1/2	3/4	1

Cooked Dry Beans or Peas or Peanut or other nut or seed butters or Nuts and Seeds^{5A} or Yogurt⁶	¼ Cup 2 Tablespoons ½ Oz = 50% 4 Oz or ½ Cup	⅜ Cup 3 Tablespoons ¾ Oz = 50% 6 Oz or ¾ Cup	½ Cup 4 Tablespoons 1 Oz = 50% 8 Oz or 1 Cup
Vegetable And/or Fruit or Juice²	¼ Cup Total	½ Cup Total	¾ Cup Total
Grains / Breads³: Bread or cornbread, biscuit, roll, muffin or cold dry cereal or hot cooked cereal, pasta, noodles, grains	½ Slice ½ Serving ¼ Cup ¼ Cup	½ Slice ½ Serving ⅓ Cup ¼ Cup	1 Slice 1 Serving ¾ Cup ½ Cup
ALL SNACKS (Supplement) Select 2 of these 4 food groups)			
Milk, Fluid	½ Cup	¾ Cup	1 Cup
Juice or Fruit or Vegetable	½ Cup	½ Cup	¾ Cup
Grains / Breads³: Bread or cornbread, biscuit, roll, muffin or cold dry cereal or hot cooked cereal, pasta, noodles, grains	½ Slice ½ Serving ¼ Cup ¼ Cup	½ Slice ½ Serving ⅓ Cup ¼ Cup	1 Slice 1 Serving ¾ Cup ½ Cup
Meat or Meat Alternate Meat, Poultry, or Fish⁴ or Alternate protein product Cheese or Egg^{5B} or Cooked Dry Beans or Peas or Peanut or other nut or seed butters or Nuts and Seeds or Yogurt⁶	½ Ounce ½ Ounce ½ Ounce ½ ⅛ Cup 1 Tablespoon ½ Oz 2 Oz	½ Ounce ½ Ounce ½ Ounce ½ ⅛ Cup 1 Tablespoon ½ Oz 2 Oz	1 Ounce 1 Ounces 1 Ounces ½ ¼ Cup 2 Tablespoons 1 Oz 4 Oz

1 -Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column. **2** - Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component. **3** - Breads and grains must be made from whole-grain or enriched meal or flour. Cereals must be whole-grain or enriched or fortified. **4** -A serving consists of the edible portion of cooked lean meat or poultry or fish. **5A** - Nuts and seeds may meet only one-half of the total meat/meat alternate servings and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement. **5B** - One-half egg meets the required minimum amount (one ounce or less) of meat alternate. **6** - Yogurt may be plain or flavored, unsweetened or sweetened.

ADDITIONAL INFORMATION, EXPLANATIONS, QUESTIONS & ANSWERS

BASIC 4 FOOD GROUPS

☺ Milk ☺ Meat or meat alternate ☺ Fruit, vegetable or juice ☺ Bread or bread alternate

SERVING SIZE

Serving size or portion is described by the weight, measure, or number of pieces or slices. The serving size specified in the meal patterns can be credited toward meeting the meal pattern requirements.

DIETARY EXCEPTIONS

If a child in your care is unable to eat any of the foods as required on the program, it is necessary that a statement from the child's doctor (or a recognized medical authority) be sent to the office. This will be placed in the provider's file. The statement should specify the food

or foods to be omitted from the child's diet, and a choice of foods that may be substituted.

DISABILITY DOCUMENTATION

If a child in your care is over the age of 13, a medical statement (or a statement from a recognized authority) must be on file in our office. In addition, a current Individualized Education Plan from the child's school or an official letter from the school or school district stating why the child is not attending school will need to be on file in our office.

FAMILY STYLE MEALS

Family Style meals are strongly encouraged. The provider and the children eat together and a portion of the food is placed in bowls and passed, encouraging the children to serve themselves. Second servings, can not be claimed on the Food Program.

NEGLECT/ABUSE

All organizations working with families and children are required by state law to report incidents of suspected or observed neglect, abuse, or exploitation to Child Protection Services and to the Child Care Division of the DHHR in the county where the provider resides. As a provider you too have a responsibility to report any suspected neglect, abuse, or exploitation of children in your care.

SMOKING

Smoking is prohibited around Family Day Care children. NO SMOKING signs should be posted in areas where children spend their time. If you need any of these signs, contact your local health department. If you want a complete copy of this regulation, contact your local health department.

PARENTS OF CHILDREN IN DAY CARE

Parents will receive a letter explaining to them that their children are a part of the Child Care Food Program. The parents are encouraged to become aware of their child's eating patterns at day care and to call the Child Care Food Program if there are any questions.

INFANT FEEDING INFORMATION

- ☆ The Day Care Provider must supply at least one reimbursable iron fortified infant formula in order to claim an infant meal. ***The type of formula must be written on the menu.***
- ☆ Foods served are to be written on the infant menu forms provided by the Child Care Food Program.
- ☆ Juices are required to be 100% pure juice.
- ☆ Cereal must be iron fortified infant cereal.
- ☆ Commercial baby food can be credited only if it is a single item food. ***Mixed foods such as beef and vegetables or chicken and noodles will not be approved for reimbursement. Commercial desserts such as tutti frutti are not reimbursable..***

☆ *Honey should not be given to or used in foods for infants under 1 year of age because it can cause infant botulism.*

The Infant Meal Pattern allows for a gradual introduction of solid foods and encourages breast-feeding or formula feeding up to the first birthday. The texture and amount of the feeding should be consistent with the age of the infant. For emotional, nutritional and physical growth, infants need foods that are rich in nutrients. Foods such as strained meat, fruit, vegetables, iron-fortified dry infant cereal, iron-fortified infant formula, and breast milk provide the maximum amount of vitamins and minerals for growing babies.

Commercial baby fruits and vegetables which list fruit or vegetables as the first ingredient **are reimbursable**. Foods such as commercially made combination or mixed baby foods, jarred cereal with fruit, desserts or puddings, meat sticks, yogurt, nuts/seeds or nut/seed butter **are not reimbursable**. Water is often listed as the first ingredient, and it is difficult to determine from the ingredient label the actual amounts of the food components in the product or the food may present a choking hazard for children under the age of one. If you have questions about a specific infant food, please call the -Child Care Food Program office for clarification.

Under the infant meal pattern, infant formula is a required component and, as such, must be offered for a family day care provider to obtain reimbursement under the -Child Care Food Program. If breast milk is used, then the meal is still reimbursable as long as the milk is pre pumped and served by the provider. In the -Child Care Food Program Regulations, infant formula means: “any iron-fortified infant formula, intended for dietary use as a sole source of food for normal, healthy infants served in liquid state at manufacturer’s recommended dilution.”

A Family Day Care Provider **may claim** meals containing only parent-provided iron fortified formula for ages up to three months. A Family Day Care Provider **may claim** for meals containing parent-provided iron fortified formula when at least one other meal component listed for infants four through eleven months of age is supplied by the provider.

Juice should not be offered to infants until they are ready to drink from a cup. Drinking juice from a bottle can promote tooth decay. **Never prop a bottle or give a bottle to a baby during nap time.** This can cause choking as well as tooth decay and ear infections.

Parents will also give you important information to help you in feeding their babies. You should communicate frequently with the parents so that you can coordinate foods served at home with foods served in your care. In this way, you can assure the best care for the babies.

Heating bottles in a microwave oven is **not** recommended because uneven heating can occur and burn the infant's mouth.

QUESTIONS AND ANSWERS ABOUT INFANT FEEDING

- (1) **Q: How can you serve "O" tablespoons of food according to the Infant Meal Pattern Food Chart?**
A: Certain foods are listed as "O" tablespoons to let you know that the food is **optional** and should be served at your discretion. Also, you may serve less than 1 tablespoon of those foods.
- (2) **Q: Does an infant have to eat only at the specified meal times?**
A: No. The meal pattern states breakfast, lunch, supper, and snack, but that is only a guideline. Babies may need to eat every 2 to 4 hours, or more frequently than the specified times. However, for the meal to be credited the required minimum portion sizes must be served.
- (3) **Q: Why are some of the food portions so small?**
A: The portions listed are the minimum amounts required by the infant feeding regulations. You may serve larger portions to those babies who would like more.
- (4) **Q: Why is fruit juice no longer required at breakfast, lunch, and supper?**
A: The use of fruit juice, in addition to the required amount of formula or milk at each meal, would be too much liquid and could discourage the baby from eating solids.
- (5) **Q: Can fortified adult cereals be substituted for the iron-fortified dry infant cereal for older infants (8 months of age)?**
A: No. Adult cereals do not provide infants with the same kind of easily absorbed iron as the iron-fortified infant cereals.
- (6) **Q: Can I (the provider) be reimbursed for breast feeding my own infant?**
A: Yes, as long as there are day care children present for the meal you are claiming and you follow the infant meal pattern.

SOME INFANT CREDITABLE FOODS

- ☺ Bread Crusts, Toast, Crackers, Teething biscuits, Arrowroot cookies, age appropriate adult cereal, i.e., toasted oat "os" cereal, with enriched or whole-grain flour or meal as the first ingredient - **For Snack Only for 8 - 11 months.**
- ☺ Cheese or Cottage Cheese
- ☺ Egg Yolk, cooked (**Only for infants 8 month up to the first birthday**)
- ☺ 100% Fruit Juice (2-4 oz.) **For Snack Only for 8 - 11 months.**
- ☺ Iron-Fortified Infant Formula (Includes Soy-based)
- ☺ Iron-fortified Dry Infant Cereal
- ☺ Homemade Baby Food (Avoid salt, other seasonings, and fat)
- ☺ Single-Item Baby Foods, Commercial (Such as vegetables, fruits, and meats)

SOME INFANT NON-CREDITABLE FOODS

- ☹ Baby Food Fruit Desserts
- ☹ Whole Milk
- ☹ Buttermilk
- ☹ Combination Dinners, Commercial (Example: meat/vegetable dinners, meat dinners, and dehydrated dinners)
- ☹ Dry Milk, Reconstituted
- ☹ Egg
- ☹ Half and Half
- ☹ High Meat Dinners or Lean Meat Dinners
- ☹ Infant Meat Sticks
- ☹ Low-Fat Milk (Example: 1% milk, 2% milk, skim milk)
- ☹ Mixed Cereal with Fruit, Commercial
- ☹ Pedialyte
- ☹ Raw or Certified Raw Milk
- ☹ Raisins
- ☹ Skim Milk
- ☹ Yogurt

Do not serve peanut butter, nuts and seeds and other similar foods to infants because choking can occur.

MILK

-Child Care Food Program regulations require that, to be eligible for cash reimbursement, each breakfast, lunch or supper served to children over the age of 1 **must** include fluid milk. Fluid milk is also one of the options for a snack.

"Milk" means pasteurized fluid types of unflavored or flavored whole milk, low-fat milk, skim milk, or cultured buttermilk which meet state and local standards for such milk. All milk should contain vitamins A and D at levels specified by the Food and Drug Administration and be consistent with state and local standards for such milk.

Soy milk can be given upon parents request.

At breakfast you must provide a serving of fluid milk as a beverage or use it on cereal, or use it in part for each purpose. Both lunch and supper shall contain a serving of fluid milk as a beverage. Refer to the CACFP meal pattern for quantity requirements. If milk is one of the two components served for a snack, it must be fluid milk as a beverage or used on cereal, or used in part for each purpose. *However, milk may not be credited for snacks when juice is served as the other component.*

Questions and Answers about Milk

(1) Q: Why is reconstituted (instant or whole) dry milk not creditable as fluid milk?

A: Reconstituted milk is not included in the definition of milk in the Program regulations. It is not possible to ensure that the quantities of dry milk and water

used are adequate to provide the nutritional equivalent of fluid milk.

(2) Q: If a child cannot have milk, can I still be reimbursed for breakfast and lunch?

A: Yes, if you obtain a written medical statement from a recognized medical authority stating that the child should not be served milk. [The statement must specify a substitute food.](#)

(3) Q: Can the milk used in preparation of products such as puddings, cream sauces, and ice cream count toward the milk requirement?

A: No. The milk served must be served as a beverage and/or poured over cereal at breakfast or snack.

(4) Q: Can milk be purchased directly from a farm?

A: Yes, as long as it is pasteurized fluid milk which meets state and local health standards. Also, it must include vitamins A and D levels consistent with state and local standards.

(5) Q: Can milkshakes be served to meet the milk requirement?

A: Yes, [homemade](#) milkshakes served as a part of a reimbursable lunch or supper must contain a serving of milk. Only the milk portion is creditable.

(6) Q: Can commercial milkshakes be served to meet the milk requirement?

□ No, because it is impossible to determine the amount of milk in commercially bought milkshakes.

MEAT AND MEAT ALTERNATES

-Child Care Food Program regulations require that a lunch or supper served must contain the amount of meat or meat alternates specified in the meal pattern. You may use a serving of meat or meat alternates as one of the two components of a snack.

Meat and meat alternates include lean meat, poultry or fish; or cheese; or an egg; or cooked dry beans or peas; or nuts and seeds and their butters (except for acorn, chestnut and coconut); [yogurt](#) or an equivalent quantity of any combination of these foods. These foods must be served in a main dish, or in a main dish and one other item, to meet this requirement.

Nuts and seeds may only fulfill the meat/meat alternate requirements for the supplemental food (snack).

When cooked dried beans, lentils or peas are served as the meat alternate (meat dish), they cannot also be counted as a vegetable in the same meal.

To be counted toward meeting any part of the meat/meat alternate requirement, a menu item must provide a minimum of 1/4-ounce of cooked lean meat or equivalent.

When using cheese food or cottage cheese as the meat alternate, the amount served should equal twice the volume as a serving of cheese. Most pre-packaged cheese slices are 2/3 or 3/4 of an ounce. One slice will not even meet the requirement of a 1-3 year old child.

Casserole dishes (such as macaroni and cheese) often do not meet the meat/meat alternate requirement on a per serving basis: therefore, an additional food from the meat/meat alternate category should be used to supplement the casserole-type dish.

Canned soups containing meat cannot be counted to meet any part of the meal or snack component for a meat requirement.

Frankfurters, bologna, knockwurst and Vienna sausage can be credited toward the meal pattern if they are "all meat" or contain fortified vegetable protein products as the only binder/extender.

Binders and **extenders** include ingredients such as soy flour, soy protein, isolated soy protein, starchy vegetable flour, dried milk, calcium reduced dried skim milk and cereal.

QUESTIONS AND ANSWERS ABOUT MEAT/MEAT ALTERNATES

(1) Q: Why are nuts and seeds and nut and seed butters allowed as a meat/meat alternate?

A: Peanut butter has always been included as a meat alternate in the Child Nutrition Program. Other nut and seed butters are now becoming available on the market. Food consumption habits and food preferences are influenced by many cultural, ethnic, economic, religious, and environmental factors and are constantly changing. These changes can affect how foods are used in meals. In the past, nuts have always been considered a snack food. Nuts and seeds and a variety of nut or seed butters are becoming more popular at mealtime in main dishes.

Remember, nuts/seeds are not recommended for children under 5 years old because choking may occur.

(2) Q: Are grated Romano and Parmesan cheeses creditable?

A: Yes. However, small amounts used as a garnish, or seasoning, or in breading should not be counted toward meeting the meat/meat alternate requirement of a meal. For both Romano and Parmesan cheeses, 3/8 cup serving provides 1 oz. of meat alternate.

(3) Q: Can pizza be credited as a meat/meat alternate?

A: Yes, if it is CN (Child Nutrition) labeled **or** homemade and portions meet the meal pattern requirements.

(4) Q: Can vegetarian meals be served in the CACFP?

A: Yes. The meals must meet meal pattern requirements. Examples of meat alternates that are creditable in the CACFP include natural and processed cheese, cheese foods, cheese spreads, cottage cheese, eggs, cooked dry beans and peas, nuts and seed butters, yogurt or any combination of the above.

(5) Q: I have some children that attend my family day care who cannot eat certain foods because of religious reasons. How do I claim these children on the food program?

A: You may request that alternate meal patterns be allowed by submitting a letter to the -Child Care Food Program stating the reasons for the proposed changes. At the time, -Child Care Food Program will make a decision based on the nutrition needs of the children.

(6) Q: How many fish sticks do I need to serve to meet CACFP requirements?

A: CACFP serving size refers to cooked edible fish, not the breading. The examples below show how much fish must be served to meet the creditable amount of actual

fish.

Fish Product	Portion Size	Creditable Amount
Frozen Fried Breaded Fish Sticks	3-one oz. sticks	1.5 oz.
Frozen Raw Breaded Fish Sticks	3-one oz. sticks	1.5 oz.
Frozen Fried Breaded Fish Portions	3 oz.	1.6 oz.
Frozen Raw Breaded Fish Portions	3 oz.	1.7 oz.
Frozen Unbreaded Fish Portions	3 oz.	2.3 oz.

VEGETABLES AND FRUITS

A breakfast shall contain a serving of vegetable(s) or fruit(s) or full-strength vegetable or fruit juice, or an equivalent quantity of any combination of these foods.

Both lunch and supper shall contain two or more vegetables or fruits, or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

Snacks must provide two of four components. A serving of vegetable(s) or fruit(s) or full strength vegetable or fruit juice may count as one component. Two servings of vegetable, fruit or juice can not meet both components.

In order to be creditable, a juice must contain 100% full-strength juice.

Cooked dry beans or peas may be counted as a vegetable or as a meat alternate, but not as both in the same meal.

A serving of vegetable or fruit may be credited as one component of the required two components of a snack. However, juice may not be credited as one of the components of a snack when milk is served as the only other component.

Vegetables and fruits are credited as served. Small amounts (less than 1/8 cup) of vegetables and fruits used for flavorings or as optional ingredients, such as garnishes, may not be counted to meet the vegetable/fruit requirement. These small amounts are generally not controlled, and it is hard to determine the contribution to the meal.

Vegetables or fruits served as a combination item, e.g., fruit cocktail, succotash, peas and carrots, mixed vegetables, etc., may be credited to meet only one of the two required components for lunch and supper.

When canned, condensed soup (vegetable type) is served, one cup of the soup, prepared according to package directions, may count as one fourth of a cup of a vegetable.

All condiments and seasonings are not creditable food items; they serve as accessories to enhance the acceptability of the meal.

Home canned products are not acceptable because of health and safety reasons.

Questions and Answers about Fruits and Vegetables

(1) Q: Can fruit cocktail, mixed vegetables, or peas and carrots be used to meet the requirement of serving two or more fruits/vegetables at lunch and supper?

A: No. If canned or frozen mixed vegetables, peas and carrots, mixed fruit or canned fruit cocktail are used, they only count as one food item. Mixing different vegetables and fruits from scratch can count as two different food items. Not less than an 1/8 cup can be counted as a serving towards any food component.

(2) Q: How are fruits and vegetables and other food items counted in combination dishes such as beef stew?

A: These combination dishes can contribute up to three food components provided the recipe includes enough of each ingredient or food component for every serving. For example, Beef Stew, list stew beef (as the meat alternate), carrots (fruit/vegetable) and potatoes (vegetable/fruit). For pizza, list cheese and type of meats (as the meat), crust (bread) and tomato sauce (vegetable/fruit). Be aware that the amount of sauce on a commercial pizza is not sufficient to count as a vegetable unless the pizza is "CN labeled".

Commercially prepared products such as canned beef stew, frozen pizza, etc. require product information to determine the amount of beef and other major ingredients in order to determine the contribution a serving makes toward the meal pattern.

(3) Q: Are foods like coleslaw, potato salad, or Waldorf salad creditable?

A: Yes. The fruit and vegetable ingredients in these items all count toward meeting the fruit/vegetable requirement. Other ingredients such as mayonnaise and

marshmallows are not creditable and their weight/volume must be excluded when crediting a serving of any of these foods. Thus, a 1/4 cup serving of coleslaw containing non-creditable ingredients would not equal a 1/4 cup of fruit/vegetable.

(4) Q: How much tomato paste, tomato puree, or tomato sauce would I need to equal 1/4 cup vegetable for each 3-to-6 year old at lunch/supper?

A: Tomato Paste, 1 tablespoon 1/4 cup vegetable
Tomato Puree, 2 tablespoons 1/4 cup vegetable
Tomato Sauce, 4 tablespoons 1/4 cup vegetable

(5) Q: Are the raisins in rice or bread pudding creditable?

A: Yes; however, at least 1/8 cup must be served in each serving to be creditable. In most recipes, not enough raisins are used to meet this requirement.

(6) Q: How can I tell if juice is 100% full-strength juice?

A: The label will state "Juice", "Full-strength Juice", "Single-strength Juice", "Reconstituted Juice", "Juice from Concentrate", or "Juice Concentrate". *Juice that has the word "cocktail", "beverage" or "drink" on the label is not 100% juice.*

(7) Q: Can the fruit or vegetable in pudding or gelatin be counted towards the fruit/vegetable requirement?

A: Yes, **at least 1/8 cup must be present in each serving** to be counted although it is not recommended to do this.

(8) Q: Are edible plants such as dandelion greens, burdock and lamb's quarters (pigweed) creditable?

A: Yes, they are considered a vegetable.

(9) Q: Are fruit sauces, such as orange sauce made with orange juice or blueberry sauce made with canned blueberries, creditable?

A: Yes. However, only the fruit portion of the sauce, i.e., the orange juice or blueberries, is creditable. At least 1/8 cup must be in each serving. Therefore, to determine the creditable portion size, divide the total amount of fruit used by the number of servings prepared.

(10) Q: Are dehydrated vegetables creditable and how are yields determined?

A: Yes. Dehydrated vegetables are creditable. Yields for dehydrated vegetables must be based on the rehydrated volume not the fresh volume that may be stated on the container. Keep in mind that **rehydration** yields on the container often vary

from each brand brand to brand. This means that the following procedure must be used for each brand of dehydrated product to determine the yield.

Determine the rehydrated volume as follows:

- vegetable directions are not on the container, the manufacturer.
- a) Rehydrate (add water or liquid to) a purchase unit of the dehydrated according to manufacturer's directions. If the request rehydration directions from the manufacturer.
- b) Measure the rehydrated volume.
- c) Measure the number of 1/4 cup servings of rehydrated product one purchase unit provides.
- d) Keep a record of the yield data obtained as verification.

Records should include information on the size of the purchase unit, the number 1/4 cup servings of rehydrated product per purchase unit, the name of the manufacturer, and the manufacturer's directions for how to rehydrate the product.

BREAD AND BREAD ALTERNATES

The meal pattern for breakfast, lunch or supper contain a bread or bread alternate requirement in the amount specified for each age group. A bread or bread alternate may also be served as one of the two components of a snack.

Bread products are an important source of iron, thiamine, niacin, riboflavin, and often fiber in the diet. Bread and bread alternates served in the CACFP must meet the following criteria to be creditable:

- ✓ **Must be whole-grain or enriched** or made from whole-grain or enriched meal or flour; or if it is a cereal, the product must be whole-grain, enriched, or fortified.
- ✓ If a cereal is fortified, the label must indicate it is fortified.
- ✓ Must be provided in quantities specified in the meal pattern and in minimum serving sizes as specified by the USDA guidelines.
- ✓ Must serve the customary function of bread in a meal; for a lunch or supper that means it must be served as an accompaniment to, or a recognizable integral part of, the main dish (not merely as an ingredient).

It is important to remember that the goal of -Child Care Food Program is to do more than just provide needed nutrients. The -Child Care Food Program also introduces participants to many different types of foods and helps them to develop good eating habits.

Questions and Answers about Breads/bread Alternates

(1) **Q: Are Fig Newton-type cookies creditable as a bread/bread alternate?**

A: Yes, only when the main ingredient is enriched or whole-grain flour or meal. Some have corn syrup or fruit filling listed as the first ingredient.

(2) **Q: Are Rice Krispie bars or similar bars made from a cereal product creditable?**

A: Maybe. These "cereal snacks" may be creditable for **snacks only**, when the recipe contains more cereal by weight than marshmallows. **Do not serve more than twice a week.**

(3) **Q: Can nut or seed meal be used to meet the bread/bread alternate requirement for a meal?**

A: No. Nuts and seeds are not grains and there are no standards of enrichment for these foods.

(4) **Q: Can pie crust be credited as a bread alternate?**

A: Yes. If the crust is being served as an accompaniment to, or as an integral part of the main dish (the main dish contains the meat/meat alternate). Also, the heaviest ingredient in a pie crust by weight must be enriched or whole-grain flour or meal. **Pie crusts served as part of a dessert are creditable for snacks only.**

(5) **Q: Are granola bars acceptable bread alternates?**

A: Yes. Commercial and homemade granola bars which meet the general criteria for bread alternates **are creditable for breakfasts and snacks only.** The serving size for granola bars for 1-6 year olds is 18 grams. Granola bars are considered as cookies because of their high sugar and fat content, and we recommend that they not be served more than twice a week.

(6) **Q: Is granola cereal an acceptable bread alternate?**

A: Yes. Commercial and homemade granola cereals are acceptable bread alternates for **breakfasts and snacks only.** However, only the grain portion of the cereal is creditable as a bread alternate. In other words, any nuts, seeds, coconut, dried fruit, etc., are not to be included when determining the serving size.

(7) **Q: Can crackers be served as a bread alternate?**

A: Yes. Crackers can be served as a bread alternate for breakfast, lunch, supper,

or snack. 1-6 year olds need 10 grains per serving. Some crackers are high in fat, sugar, or salt and should be avoided. Some popular crackers have been evaluated to determine the amount of crackers that equal one serving for 1-6 year olds and 6-12 year olds:

Name of Cracker	1/2 slice bread alternate	
	Ages 1-to-6	Ages 6-to-12
Cheez-It/Cheese Nips	8	14
Chicken in a Biscuit	5	10
Club Crackers	1 1/2 squares	3 squares
Goldfish	20 or 1/2 ounce	36 or 3/4 ounce
Graham Crackers	2 squares	3 1/2 squares
Matzo Crackers	1/2 large	1 large
Melba Toast	3	5
Mini Ritz	10	18
Rice, Rye, or Corn Cakes 1 1/2 (regular size, not mini)		3
Ritz Crackers	4	7
Rye Krisp (1" x 2)	5	10
Saltines	4 squares	8 squares
Sociables	5	10
Soup and Oyster Crackers	1/4 cup	1/3 cup
Stoned Wheat	4	8
Townhouse Crackers	3	6
Triscuits	4	7
Twigs	4	8
Vegetable Thins	4	8
Wasa Crisp Bread	2/3 large	1-1/3 large
Waverly Wafers	3	5
Wheat Thins	5	10
Wheatsworth Stoneground	4	8
Zwieback	1-1/2	3

CREDITABLE COOKIES

Please be advised that Animal Crackers, Grahamy Bears, Teddy Grahams and similar products produced by other manufacturers are considered by the Food and Nutrition Service as cookies, and therefore, can be used to meet the bread/bread alternate requirement for snacks only. These products must meet the requirements for creditable bread/bread alternates which include: (1) enriched or whole grain flour or meal is the first ingredient and (2) a sufficient amount of the product must be served to meet the weight requirement for cookies. **Cookies are not recommended more than twice per week as a snack only.**

Field Trip Guidelines

Meals must meet the CCFP meal pattern requirements in order to be included on the monthly claim reimbursement. All components, including milk, must be served. Precautions must be taken to ensure that the meals are maintained at proper temperatures and sanitary conditions while being transported and served during the outing. You must call the office and tell us your plans. We may choose to monitor you during your outing.

CREDITING COMBINATION FOODS

Combination foods are those that contain more than one creditable food component.

Of special note:

- ✘ Combination foods consist of a single serving of food that contains two or more of the required meal components. However, it is recommended that a main entree not count more than two components since children may refuse the entire entree.
- ✘ Amounts served must meet the minimum meal pattern requirements.
- ✘ Milk must be served as a beverage to be counted as a component.

Example: HOMEMADE BEEF STEW

stew beef	(meat/meat alternate)
carrots	(fruit/vegetable)
potatoes	(fruit/vegetable)

Example: HOMEMADE TUNA NOODLE CASSEROLE

tuna	(meat/meat alternate)
noodles	(bread/bread alternate)
peas	(fruit/vegetable)

Example: MIXED PEAS AND CARROTS

(canned or frozen)
(count as one fruit/vegetable)

Example: HOMEMADE BANANA MILK SHAKE

fluid milk	(milk)
banana	(fruit/vegetable)

Example: COTTAGE CHEESE AND FRESH FRUIT SALAD

cottage cheese (meat/meat alternate)
mixed fruit (fruit/vegetable)

Example: HOMEMADE PIZZA

hamburger, sausage and cheese (Meat/meat alternate)
tomato sauce (count as one fruit/vegetable)
garden salad (count as one fruit/vegetable)
pizza crust (Bread)

A MENU CHECKLIST

Use this checklist as a reminder when planning menus. Remember, menus must meet the CCFP Meal Pattern Requirements in order to be reimbursed for those meals or snacks.

Variety in Meals:

- ✓ Prepare a type of food in different ways. For instance, instead of always serving mashed potatoes, try scalloped potatoes, oven baked potatoes, etc.
- ✓ Offer more fresh fruits and vegetables.
- ☐ Serve “finger foods” often.
- ☐ Use crisp foods in combination with soft ones.
- ☐ In a hot meal, include at least one cold food. In a cold meal, include at least one hot food.
- ☐ Serve different forms of fruits and vegetables - raw, cooked, fresh, frozen, canned, dried.
- ✓ Offer unusual fruits or vegetables such as kiwi, papaya, etc.
- ✓ Serve special menus for holidays, theme days or serve cultural or ethnic foods for a change.
- ✓ Serve foods with a variety of color, texture, shape, flavor, and food temperature.
- ✓ If you are using cycle menus, review for changes periodically. Use seasonal foods.
- ✓ Make use of commodity foods in different ways. For instance, instead of always serving cheese cubes, try serving a cheese dip or use cheese in cooking.
- ✓ Serve a variety of meat or meat alternates during the week. For example, during one week serve fish, dried beans, chicken, beef, and pork.

For safety, home canned foods are not allowed in meals reimbursed under the CACFP. Because clostridium botulinum is dangerous, it can produce an extremely potent toxin in home canned food. This poison can be present in food when there is no evidence of spoilage.

Healthier Menus:

Serve foods lower in salt.

Serve foods lower in fat.

Serve foods lower in sugar.

Enhance flavors with spices, herbs, or lemon juice instead of with salt or fat.

When serving canned or frozen fruit, use fruit packed in its own juice, light syrup or water, rather than fruit packed in heavy syrup.

Only serve dried fruits (such as raisins, prunes, and apricots) occasionally, since they stick to children's teeth and promote tooth decay.

Reduce serving highly-processed foods such as hot dogs and bologna, which are high in fat, salt, and sugar.

Bake, broil, or steam foods instead of pan frying or deep frying them.

Serve lean meats, trim visible fat, and drain grease from meat.

Serve foods high in Vitamins A, C, and Iron frequently.

Ways to Encourage Children to Have Positive Attitudes Toward Food:

Have a positive attitude toward foods and the mealtime experience. Remember, a negative attitude expressed by adults and children may influence other children not to try that food.

When introducing new food to children, serve a small amount of the new food along with more popular and familiar foods.

Include children in the food activities to encourage children to try new foods and also to gain self-confidence.

Serve finger foods such as meat or cheese cubes, vegetable sticks, or fruit chunks. Foods cut smaller are easier for children to handle.

Do not force a child to eat. Children often go through food jags. It is normal for a child to ask for second helpings of food one day yet eat very lightly the next day.

Provide a comfortable atmosphere at mealtime. Mealtime is also a social activity. Therefore, allow children to talk with others.

Encourage children to eat food or new foods in a low-key way. For instance, read a book about a new food that will be served that day, and serve the new food at snack when children are more hungry.

Expose children to new foods five or six times instead of only once or twice. The more exposure children have to a food, the more familiar and comfortable it becomes and the more likely they will be to try the food.

Offer the new food first to a child who eats most foods. Children usually follow other children and try the food.

Eat with the children. Eat the same foods that you have prepared for the children. Do not offer bribes or rewards for eating foods. This only reinforces that certain foods are not desirable.

SAVING MONEY

Here are some guidelines to help you cut down on "plate waste."

- ☆ Use leftovers for a soup, or to add to tomorrow's main dish.
- ☆ A roast chicken can be today's lunch, tomorrow's sandwiches, and then a soup.
- ☆ Buy your food in bulk if storage space permits.
- ☆ Check with other child care providers to **find** out what area stores give discounts to home-based businesses.
- ☆ Shop for specials and keep careful inventory on your freezer and refrigerator space.
- ☆ Serve children small portions, so they won't be overwhelmed and can decide on seconds.
- ☆ Serve fresh fruit for a snack, then cut up more as they ask for seconds.

- ☆ Save leftovers for later use and save money!

SAFE FOOD HANDLING AND STORAGE

How safe is the food in your day care home? By practicing cleanliness, you can prevent food poisoning. Proper food cleaning and handling prevents the growth of harmful bacteria (salmonella, streptococcus) that cause illness. (Vomiting, diarrhea, headache, and fever are some of the signs of food poisoning.)

The ideal temperature for bacteria to grow is anywhere between 45 and 140 degrees Fahrenheit. An ideal place for bacteria to grow is in especially moist, low-acid, high-protein food, such as cream-filled pies, meat, gravy, milk, eggs, and dishes containing eggs.

Other kinds of food poisoning are caused by harmful chemicals and metals. Food may be covered with residues of pesticides or come in contact with cleansers, lead, or other chemicals in your home.

Here are some of the ways to prevent food poisoning and illness:

- ♥ Keep hands and cooking tools clean. Wash your hands before handling food. Wipe off the tops of cans before opening them. Wash counter tops, tables, chopping blocks, knives, and other equipment with soap and water after each use. To kill bacteria, clean work surfaces and utensils with a chlorine bleach solution and air dry.
- Hand washing is necessary after: handling uncooked food, sneezing, coughing, using the rest room and changing diapers.
- Before it is purchased, food should be examined to make sure it is fresh, wholesome and safe. Cans that are bulged (swollen) or punctured should not be purchased because the food inside may be spoiled.
- Foods such as flour, cereal, sugar, dry beans, and dry peas should be stored in tightly covered containers to protect against rodents and insects. Milk, eggs and other dairy products should be kept refrigerated.
- Eggs with cracked shells should not be served.
- Foods should be cooked according to proper procedures and recipe directions. Special care should be taken to see that pork is cooked thoroughly.
- Food items served, but not eaten, should be discarded.
- Any food showing signs of spoilage mold, sour odor, change of color) should be thrown out.

- Use of chipped or cracked dishes should be avoided if at all possible because bacteria can collect in the chipped and cracked surfaces.
 - Disposable items made of foam, plastic, paper and Styrofoam should be disposed of after each use.
 - Clean dishes and utensils should be stored in enclosed cabinets or drawers.
 - Kitchen floors and walls should be kept clean. Appliances should be kept clean and in good working order.
 - ♥ Keep hot foods hot (105 degrees Fahrenheit or higher) and cold foods cold (40 degrees Fahrenheit or lower). Put thermometers in your refrigerator and freezer and check them frequently.
 - ♥ Refrigerate foods immediately. When storing leftovers, place them in shallow, **covered containers in the refrigerator**. Most leftovers should be used within three or four days. When in doubt about whether or not a food is safe, throw it out.
 - ♥ Do not store pesticides or cleaning supplies in the same area that food is stored. Wash all fresh fruits and vegetables. Use only pasteurized milk and milk products.
- Some final cautions:* Thaw frozen meats, poultry, and fish in the refrigerator and thaw only the amounts needed for one day's use. When feeding babies, transfer the food to their bowl and offer bites only from the bowl. Promptly refrigerate the rest of the jar. Saliva introduced into a jar will quickly spoil its contents. Baby food fruits will keep up to about three days. Vegetables and meat should be discarded after two days.

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CHECK OUT THESE SITES

These are just a few of the growing number of nutrition related web sites on the Internet. They provide reliable Information and can lead you to many other good sites. But beware out there In Cyberspace. Along with lots of good stuff, there's plenty of misinformation and bad nutrition advice.

www.usda.gov/fcs National nutrition policies and promotions (*Dietary Guidelines*, *Food Guide Pyramid*, *Team Nutrition*) and programs (School Lunch, Breakfast, WIC, Child Care, Donated Foods and more)

www.eatright.org American Dietetic Association - sound nutrition advice, National Nutrition Month and more.

www.dole5aday.com "Meet and talk to fruits and vegetables"

www.kelloggs.com Kelloggs' nutrition fun for kids

www.family.go.com Disney's site for the whole family. Food, fun and more

www.cyberdiet.com Evaluate your personal diet, exercise and weight.

www.navigator.tufts.edu From Tufts University School of Nutrition Science and Policy, this can help you sift through the clutter and find reliable up-to-date nutrition Web sites. It evaluates 200 of the most visited sites.

www.asfsa.org American School Food Service Association provides news and ideas for school nutrition programs - National School Lunch and Breakfast Weeks.

www.usda.gov/fcs/fcs.htm Access to resources and information about (Choose Team Nutrition) Team Nutrition.

Fire Safety
in the
Family Day
Care Home

You, as a family day care provider, will be responsible for the children in your care. There are several important measures that you can do to eliminate fire hazards in your home and to prepare for a fire emergency. The following information and checklist have been developed to help you make your home as safe as possible for the children.

While participating in the child care food program, you may be visited by a representative from the State Fire Marshal's office to check the conditions of your home.

What you should know about house fires

- Every year, nearly 7,000 Americans lose their lives in fires.
- 300,000 people require medical treatment and billions of dollars worth of property is destroyed each year.
- One-half to three-fourths of all fire-related deaths are due to smoke inhalation.
 - Two breaths of smoke (toxic and poison gases) is enough to kill.
- Smoke, (toxic and poison gases) causes confusion; robs people of reality; restricts you from making decisions and causes dizziness.
 - Heavy smoke obscures your vision.
- Smoke which appears thin may contain toxic and poison gases which can be deadly.
- The effects of smoke inhalation may not be rapid. Approximately one half of the bum victims admitted to hospitals die of smoke inhalation.

Be prepared with a smoke detector

You should buy, install and maintain a smoke detector(s) near your sleeping area. This alarm will alert you, your family and others if fire breaks out. The smoke detector provides the extra seconds necessary for escape from the fire.

How smoke detectors protect you

The West Virginia State Fire Marshal's Office cannot endorse any particular brand of smoke detector(s) and any representation to the contrary contributes fraud. The State Fire Marshal's Office should be contacted in writing as soon as possible when anyone advises you that the State Fire Marshal's Office endorses or approves any particular brand of smoke detector.

As a consumer, your guarantee that a smoke detector meets the minimum performance standards acceptable for fire safety is the label of the Underwriters Laboratories (UL) or the Factory Mutual (FM) Testing Laboratory located on the detector. This means the manufacturer has submitted their product for testing and it meets the standards of the National Fire Protection Association (NFPA).

Where to install smoke detectors

Ceiling - Smoke detectors are best installed on the ceiling at least six to twelve inches away from the sidewall. Do not install them within three (3) feet of heating or air conditioning vents.

Sidewall - If the living unit has radiant heating panels in the ceiling or for some other reason you can't install it on the ceiling, it should be installed six to twelve inches down from the ceiling. An inside wall should be used instead of an outside wall, because of the lack of air movement known as dead air space.

Can I hear the smoke alarm

All approved smoke detectors installed just outside the bedroom area will sound an alarm of sufficient intensity to be heard by persons sleeping when the bedroom door is

closed. Detectors installed away from the bedroom, such as at the top of the stairs, may not have an alarm loud enough to be heard in the bedroom.

Read and follow the manufacturer's instructions regarding the smoke detector you purchase. Check the smoke detector monthly to make sure it is operating.

Escape from home fires

Children are helpless in a fire emergency unless they have adequate training. Due to a lack of knowledge of fire safety, they make deadly mistakes. Children have rushed into smoke filled hallways or down burning stairways when they could have escaped had they been prepared. Some do not escape, they wander in bewilderment or panic. Many hide in closets or under beds believing they will be safe. Children can have a better chance to escape from fire if you take a few minutes to show them how.

When fire strikes, you will not have a second chance. Everyone must act quickly and automatically. A child that has practiced what to do when a fire occurs is less likely to panic and has a better chance of survival from a fire.

Develop an escape plan

Draw a diagram of your house and map out separate escape routes from every room in the house. You must have at least two ways out. Decide who will help the young children (elderly, infirm or handicapped members of the family). Plan where you will meet outside. This will ensure that no one goes back inside for someone who is already safe.

When you discover a fire or when the smoke detector sounds the alarm

- *Alert everyone* so they can start their escape.
- *Meet* outside at a designated location.

- *Call* the fire department from a neighbor's house or other public phone.

Discuss and practice the following suggestions so that everyone has the knowledge and confidence to survive a fire.

Testing and opening doors

As a part of your plan, teach everyone how to test a door before opening it:

- Touch the upper part of the door. If it is hot or smoke is coming in around the door, **DO NOT** open, USE the alternate exit. Remember: smoke is super heated gases which can rush through the door opening.
- Even if the door doesn't feel warm, brace your leg or knee against the door and place one hand across the door at face level. With your other hand, slightly open the door keeping your head away from the opening; if hot air or smoke comes through or you feel strong pressure, slam it shut. Make sure it is latched and then go to your alternate exit. Also, test your alternate way out.
- Repeat the same procedure with all doors on your way out!

Practice your plan

Once you have drawn out your escape route on a map, you should review it monthly and revise it as necessary.

- Your plan is useless if it lays on a drawer or just yellows on a bulletin board.
- Everyone should be familiar with the basics. Practice drills are very important. Make sure all new children and adults understand what to do in case of a fire.
- Every child and adult should exit the building through the route they would normally travel.
- After the drill - Did everything go right? Are changes needed in the plan? If so, make the necessary adjustments.
- Some suggestions for practicing a fire drill: Put a red cloth on a door or pillow. When someone finds this signal, they should sound an alarm and the evacuation starts. Smoke detectors have a test button which can be used to sound the alarm.

- Record the date of the fire drill on your fire drill record.

Remember

People contribute to the fire problem - all of the laws, regulations and inspections will not and cannot replace common sense, good judgement and preparation.

Ask yourself these questions

- If your home suddenly caught fire, how would you and the children get out safely?
- What should you do until help arrives?

Survival Outline

- I. Plan to escape.
 - A. Plan second alternate escape routes from all normally occupied parts of the house.
 - B. Arrange for the rescue of infants and handicapped persons.
 - C. Conduct fire drills.
- If you smell smoke or gas, don't hesitate, get everyone out. Make certain that no one re enters the house.
- Call the Fire Department from the neighbor's house or public phone.
 - A. Know the location of the nearest fire alarm box.
 - B. Know the location of the nearest available neighbor's telephone.
 - C. Know how to call the Fire Department.
 - (1) Give your address.
 - (2) State problem.
 - (3) Your name and the number you are calling from.
- Prepare written fire emergency instructions. ***Include:***
 - A. Location of children's rooms and escape routes.
 - B. What to do in case of a gas leak or smoke in your house.

Leave the building immediately.

C. How to call the fire department.

Sample

Fire Drill Schedule

Fire Department Telephone Number: _____

Provider's Name: _____ Date: _____

Directions: Schedule your fire drills one year in advance. List the month (and day if known). Determine the room and exit door your children will be leaving the house from. After completing each fire drill, write the date you executed the drill and the approximate time it takes for everyone in the house to reach your meeting spot.

Escape Plan

MONTH	DAY	ROOM LEFT FROM	EXIT	DATE DRILL COMPLETED	ESCAPE TIME
JULY	9	PLAY ROOM	FRONT DOOR	JULY 9	2 MIN. 30 SEC.
AUG	8	KITCHEN	BACK DOOR	AUG 8	2 MIN. 10 SEC.
SEPT	12	LIVING ROOM	FRONT DOOR	SEPT 12	1 MIN. 20 SEC.
OCT	11	BEDROOM #1	FRONT DOOR	OCT	
NOV	14	BEDROOM #2	FRONT DOOR	NOV	
DEC	7	DINING ROOM	FRONT DOOR	DEC	
JAN	9	BEDROOM #3	FRONT DOOR	JAN	
FEB	6	HALLWAY	FRONT DOOR	FEB	
MAR	5	PLAYROOM	FRONT DOOR	MAR	
APR	8	KITCHEN	BACK DOOR	APR	
MAY	3	DINING ROOM	FRONT DOOR	MAY	
JUN	6	BEDROOM #1	FRONT DOOR	JUN	

MEETING PLACE □□□□

BIG PINE TREE

Fire Drill Schedule

Fire Department Telephone Number: _____

Provider's Name: _____ Date: _____

Directions: Schedule your fire drills one year in advance. List the month (and day if known). Determine the room and exit door your children will be leaving the house from. After completing each fire drill, write the date you executed the drill and the approximate time it takes for everyone in the house to reach your meeting spot.

Escape Plan

MONTH	DAY	ROOM LEFT FROM	EXIT	DATE DRILL COMPLETED	ESCAPE TIME

MEETING SPOT □ □ □ □ □ □					

Escape Plan

Key:

Major Escape Route - Secondary Escape Route -

Sample Forms

Information needed by providers

Substitutes:

1) Name: _____

Address: _____

Phone: _____

2) Name: _____

Address: _____

Phone: _____

3) Name: _____

Address: _____

Phone: _____

Emergency information - Names and Phone Numbers:

Ambulance: _____

Fire Department: _____

Poison Control: _____

Police Department: _____

You need to have a fire plan of your home near this document

Other useful information:

Child Information

Child's Name _____

FIRST

MIDDLE

LAST

Birth date _____ Current Age _____ Today's Date _____

Home Address _____ Home Phone _____
(____) _____
HOUSE OR APT # & STREET

Mother's _____ (or _____ legal _____ guardian's) _____ Name
CITY STATE ZIP

Employed By _____ Work Phone _____
FIRST MIDDLE LAST
(____) _____

Employer's Address _____

Father's _____ (or _____ legal _____ guardian's) _____ Name
CITY STATE ZIP

Employed By _____ Work Phone _____
FIRST MIDDLE LAST
(____) _____

Employer's Address _____

Child's Doctor _____ Phone _____
CITY STATE ZIP

(____) _____

Doctor's Address _____

Preferred Hospital _____
CITY STATE ZIP

Does the child have any known allergies, special medical problems or needs? Yes () No ()

If so, please explain (use extra sheet if necessary).

Does the child take any medications regularly? Yes () No () If so, please list:

1. Name of medication

Dose size _____ How often

2. Name of medication
Dose size _____ How often

3. Name of medication
Dose size _____ How often

Please have all medications in Original containers

Emergency Contacts

Who to contact if Mother or Father (or legal guardians) can not be reached. List in order to call.

1. Name

Relationship FIRST to MIDDLE the LAST child
Address _____ Home Phone
() _____
Work Phone
() _____
CITY STATE ZIP

2. Name

Relationship FIRST to MIDDLE the LAST child
Address _____ Home Phone
() _____
Work Phone
() _____
CITY STATE ZIP

3. Name

Relationship FIRST to MIDDLE the LAST child
Address _____ Home Phone
() _____
Work Phone
() _____
CITY STATE ZIP

Persons Authorized to Take Child (other than parents or

legal guardians)

I WILL Require to see a picture ID. If the person does not have a **PICTURE ID** with him/her, I will **NOT** allow him/her to take the child.

1. Name

Relationship	FIRST	MIDDLE	LAST	to	the	child
_____						Home Phone
() _____	_____				Work Phone	
() _____	CITY	STATE	ZIP			

2. Name

Relationship	FIRST	MIDDLE	LAST	to	the	child
_____						Home Phone
() _____	_____				Work Phone	
() _____	CITY	STATE	ZIP			

3. Name

Relationship	FIRST	MIDDLE	LAST	to	the	child
_____						Home Phone
() _____	_____				Work Phone	
() _____	CITY	STATE	ZIP			

Emergency Information to Be Kept by Phone

Child's _____ Name

Mother's (or legal guardian's) _____ Name

Work _____ Phone

Fathers (or legal guardian's) Name

Work Phone

*Who to contact if Mother or Father (or legal guardians) can not be reached.
List in order to call.*

1. Name _____
Home Phone (____) _____ Work Phone
(____) _____
Relationship to the child

2. Name _____
Home Phone (____) _____ Work Phone
(____) _____
Relationship to the child

3. Name _____
Home Phone (____) _____ Work Phone
(____) _____
Relationship to the child

Child's _____ Doctor

Address _____ Phone
(____) _____

Preferred _____ CITY _____ STATE _____ ZIP _____ Hospital _____

ACCIDENT REPORT

Name of injured child: _____ Age: _____

Documented by : _____ Date: _____

How did the injury occur:

What type of first aid was administered:

Time of incident: _____ Place of Incident: _____
Time _____ parent was notified: _____

Remarks:

Provider Signature: _____

Parent Signature: _____

Fees
(SAMPLE)

Weekdays

\$ - any amount of time per day per child

Before _ AM or after _ PM - add an extra \$_ for that day per child

Sunday

\$_ for the day no matter how long I have the child.

I expect to be paid no later than _ PM on each payday of the parent (or legal guardian).

Availability

I am available:

Sunday - Thursday, _ AM to _ PM.

Friday - _ AM to _ PM or sundown (whichever comes first).

I am never available on Saturdays.

Days I am not available in 2002:

Friday, September 10th (Appointment)

Monday, September 20th - Saturday, October 9th (My Vacation)

Tuesday, October 12th (Not available after 6 PM.)

Thursday, November 25th (Thanksgiving Day)

Tuesday, December 7th (My Birthday.)

These days are subject to change, but I will give you notice as soon as I possibly can.

Caregiver Responsibilities

- ☺ I will be responsible for the direct supervision of children at all times, including during outdoor play.
- ☺ I will not drink any alcoholic beverages while children are in my care.
- ☺ I have no history of child abuse or neglect charges.
- ☺ I have no criminal convictions.
- ☺ I agree to notify the parents (or legal guardians) within 3 days if any household member is indicted or charged with any criminal offense.
- ☺ I have no physical or mental condition that may be harmful to the

children in my care.

☺ I will promptly report any suspected signs of illness or injury to parents (or legal guardians).

☺ I will keep emergency information available near the telephone.

☺ I will not discipline any child in association with napping or eating.

☺ I will not subject any child to:

- Humiliating, shaming or frightening treatment.

- Loud, profane or abusive language.

- Derogatory remarks about the child or the child's family.

- Any type of physical discipline, including spanking, hitting, kicking, biting or shaking.

- Deprivation of food, sleep, or toilet accesses.

- Confinement of any kind.

☺ I ensure:

- All heating and cooling devices are working properly.

- Every room used by children has at least two ways out.

- All electrical cords are maintained in good condition.

- All electrical outlets that are accessible to children have protective covers.

- All hazardous household items including cleaning supplies, poisonous materials, flammable materials and medicines are stored either out of reach or in a cabinet that is secured with a child proof lock.

- My home does have indoor and outdoor play spaces that are free of unsanitary or hazardous items.

- My home does have a working telephone.

- My home does have sufficient & safe water for drinking, hand washing and other household needs.

SIGNATURE OF CAREGIVER _____ Date

SIGNATURE OF PARENT (OR LEGAL GUARDIAN) _____ Date

Agreement Form

I, _____, agree that **ALL** statements are true.

PRINT FULL NAME

In case emergency medical care is necessary, and parents or legal guardians or any emergency contacts cannot be reached, I give my permission for my child to receive medical care as required by the attending physician. I understand that this may involve transporting my child to a doctor, hospital, or contacting the Rescue Squad for assistance.

Yes _____ No _____

I agree to have all medications in original containers. I give my permission to the Caregiver to administer any medications that are listed.

Yes _____ No _____

I authorize only the people listed to take my child. I will inform each individual that they will be required to show a picture I.D. at the time of pick up. I understand the child will NOT be released to any person that is not on the list or does not show a picture I.D.

Yes _____ No _____

I understand the availability of the Caregiver & agree to pay all due fees no later than 8 PM on each payday.

Yes _____ No _____

SIGNATURE OF PARENT OR LEGAL GUARDIAN

Date _____

SIGNATURE OF CAREGIVER

Date _____