



Umatilla-Morrow County Head Start, Inc.
110 NE 4th Street Hermiston, OR 97838

SITE MONITORING REPORT CHILD CARE FOOD PROGRAM

Facility _____ Date _____

Address _____ Monitor/Reviewer _____

_____ Site Contact Person _____

LICENSED/AUTHORIZED CAPACITY

Facility is licensed for: Maximum Number _____ Age Range _____
Hours of Care _____

Is the operation of this child care facility in compliance with licensing requirements? Yes No

MEAL OBSERVED ON DAY OF MONITORING VISIT

Type of Meal
<input type="checkbox"/> Breakfast
<input type="checkbox"/> AM Snack
<input type="checkbox"/> Lunch/Supper
<input type="checkbox"/> PM Snack

FOOD SAFETY AND SANITATION (Basic Food Safety and Sanitation Practices)

- _____ Foods are from approved sources.
- _____ All dishwashing is performed according to Health Department regulations.
- _____ Food preparation areas are maintained in a clean manner and contact surfaces are properly sanitized, if applicable. May include counter tops, tables, cutting boards, microwave, can opener and other equipment.
- _____ Refrigerator's temperature is kept at or below 40 ° F, as evidenced by visible spirit stem thermometer.
- _____ The refrigerator is clean, i.e. no evidence of uncleaned spills or storage of foods for excess periods.
- _____ Leftover foods are stored properly, labeled correctly and discarded after two days.
- _____ Thermometer (spirit stem) in the freezer is registering 10 ° F or below, adequate for frozen food storage.
- _____ Meats are thawed in the bottom compartment of the refrigerator to avoid cross contamination.
- _____ Sanitizing liquid in spray bottle is changed daily, labeled correctly (with HAZARD label) and stored properly
- _____ Food service gloves are used so as to avoid bare had contact with ready to eat foods and when employee has open cuts or sores on hands.
- _____ Food/meat thermometer is available and handy, if needed.
- _____ Food carrier is cleaned and sanitized accordingly. Not Applicable
- _____ Delivered cold foods are kept at or below 40 ° F hot foods above 140 ° F. Not Applicable
- _____ All food is stored off the floor and open containers are covered. Food storage areas are maintained in a clean manner.
- _____ No spitting, no smoking, no ashtrays, no tobacco in room where food is prepared.
- _____ Facilities are available for proper storage and handling of breast milk and formula. See breast milk and bottle feeding and preparation policies. Not Applicable
- _____ Non-food items such as cleaning compounds, polishes, insecticides, are stored away from food and not accessible to children.
- _____ Walls and floors are smooth, impervious, and non-absorbent.
- _____ Food Handler's card for each staff member is current and posted in a visible location.
- _____ All children and adults wash hands before and after eating (Child Care Division regulation)

FOOD SERVICE STAFF

- Clean apron is worn over regular clothes.
- Clean hands, arms, and nails.
- Frequent handwashing occurs during food preparation and after performing non-food preparation activities.
- Use of effective hair restraint (no hair touching shoulders).

RECORD KEEPING

1. Menu Production record completed accurately for today's meal /snack. Yes No
 As a minimum, the Menu Production Record must include: Off site On site
 [a] The date the menu was served (date, month, year).
 [b] All components listed.
 [c] Total quantity of foods prepared and served -- pounds, number of cans with sizes, gallons, cups, etc.
 [d] Number of children by age group and adults served the meal
2. Do menus for the current month meet CACFP requirements? Yes No
3. Are substitutions due to medical reasons authorized by a Registered Dietitian or recognized medical authority, a statement on file, and a copy posted in the food service area? Yes No
4. Are substitutions/changes in the menus being documented? Yes No
5. Are meal counts taken by staff at the point of service, and daily records kept of the number of meals (by type) served to children and adults? Yes No
6. Are accurate attendance records, with in and out times maintained on children, separate from meal count records? Yes No
7. Are all of the above records given to the sponsoring organization in a timely manner? Yes No
8. Is sanitation inspection current and needed corrections completed? Yes No

STAFF TRAINING

1. Does the food service staff demonstrate familiarity with the types and quantities of food required for infants and children? Yes No
2. Are ODE/USDA Child Care Food program resources used on a regular basis? Yes No
 CACFP Management Manual ; Simplified Buying Guide ; Crediting Foods in the CACFP ;
 Civil Rights Poster ; USDA FoodChart .
 Are these adequate? Yes No Are they current? Yes No
3. Have all training sessions regarding the CACFP been recorded/logged with topic and list of those attending? Yes No Where is the record kept? On Site Main Office

FOLLOW-UP FROM LAST VISIT

Date of Last Visit _____

1. Were there any problems discovered during the last visit(s)? Yes No
 If yes, have they been corrected? Yes No
 If they have not been corrected, list follow-up action and the time frame required for correction: _____

2. List any problems observed today and what corrections will be made: _____

Signature of Monitor/Reviewer: _____ Title _____ Date _____
 Signature of Food Service Staff: _____ Title _____ Date _____

CHILD CARE FOOD PROGRAM REVIEW REPORT

CENTER: _____

DATE: _____

1. Attendance:

Obtain attendance records and meal counts. Compare a few meal counts with attendance records.

Are there at least as many children in attendance as claimed for each meal? Yes No

2. Civil Rights:

Are the parents of the participating children informed about the non-discrimination policy on all USDA/CACFP material? Yes No

Are the Civil Rights "And Justice for All" and the blue "Building for the Future" posters in a visible location? Yes No

Are there children of different racial/ethnic backgrounds present? Yes No

MENU REVIEW

1. Are any meals missing components? Yes No

2. Are ingredients listed? For example: Pizza - hamburger, cheese, tomato sauce, crust Yes No

3. Are any non-creditable foods being counted? Yes No

4. Are the menus repetitious? Yes No

5. Are a variety of foods served to broaden each child's food experience? Yes No

6. Are culturally and ethnically diverse foods being introduced and used? Yes No

7. Do menus provide good to excellent fruit/vegetable source of vitamin C daily? Yes No

Are good fruit/vegetable sources of Vit. A being offered every other day? Yes No

8. Are bread/bread alternates enriched or whole-grain? Yes No

9. Are the menus posted in English and Spanish? Yes No

10. Do the meals served agree with the menu? Yes No

MEAL ANALYSIS	MEAL COMPONENTS
Meal observed	Meat/Meat Alternative
Breakfast <input type="checkbox"/>	Fruit/Vegetable (2)
Lunch/Supper <input type="checkbox"/>	Bread/Bread Alternate
Snack <input type="checkbox"/>	Milk

1. Meal Appeal:
Is the choice of foods appealing to the children? Yes No

2. Meal Service:
Are meals and snacks scheduled appropriately and posted (Breakfast served before 9:00 am and lunch b/w 11:00 am -1:30 pm) Yes No

3. Sanitation:
Are plates and utensils clean? Yes No
Overall cleanliness of the dining and preparation area? Very Good Good Fair Poor

DURING EATING

Physical Set-Up:

1. Do children sit at the table while eating? Yes No

2. Do children eat in a clean and cheerful room? Yes No

3. Is the meal time pleasant, relaxed, and interesting? Yes No

4. Are tables and chairs the correct size for the children? (Their feet can rest on the floor, elbows can rest on the table) Yes No

5. Do children wash their hands before eating? Yes No

Food Service:

- 1. Is meal service "family style"? (everyone eats together, foods passed around table, all required components on table) Yes No
- 2. Is the food easy for children to manage (developmentally appropriate)? Yes No
- 3. Do children choose which foods they put on their plates? Yes No
- 4. Can children serve themselves easily? Not Applicable Yes No
(For example, from child pitchers, serving bowls and utensils)
- 5. Do adults ensure that infants/toddlers/children that cannot serve themselves are initially offered the full minimum portion of each food component? (Check EHS files to ensure that all required components are offered; foods offered and eaten should be recorded in child's file). Not Applicable Yes No
- 6. Do children pour their own drinks? Not Applicable Yes No
- 7. May children have second helpings? Yes No

Social Set-Up (Adults):

- 1. Is there an adult sitting with the children at each table? Yes No
- 2. Do the adults eat the same meal as the children at the table? Yes No
- 3. If so, do adults act as good role models? Yes No
(Example: taste all foods served, observe general rules of cleanliness, pleasant attitude, eat well).
- 4. Do adults encourage, but avoid pressuring children to eat? Yes No
- 5. Do adults show children how to clean-up after accidents without being unpleasant? Yes No
- 6. Do adults provide pleasant conversation without distracting children from eating? Yes No
- 7. If conversation takes place, does it avoid over stimulation? Yes No
- 8. Do topics include:
 - a. Concepts relating to the food being eaten (where the food came from, taste, color, texture, smell, sound of food, name of foods, etc.) Yes No
 - b. Ideas which interest children (future activities, home activities, heroes, animals, etc.) Yes No

Social Set-Up (Children):

- 1. Do children talk to one another? Not Applicable. Yes No
- 2. Is an adequate amount of time allowed for meals? Yes No
- 3. Are infants held while being fed? Not Applicable Yes No
- 4. Are infants laid down to sleep with a bottle? (should not be) Not Applicable Yes No

AFTER EATING

- 1. Do children take part in clearing and cleaning the table after eating? Not Applicable Yes No
- 2. Is any time allowed after meals for brushing teeth? Yes No

Suggestions, training provided and/or any adverse findings indicated above which require corrective action:

Signature of Staff Representative _____ Title _____ Date _____
 Signature of Monitor/Reviewer _____ Title _____ Date _____