

## NUTRITION

### COMMUNICATION

#### Communication with families:

1. Each year, a parent nutrition survey is sent to each center for distribution to parents. Completed surveys are returned to the Nutrition Services Director by center staff. The nutrition survey is designed to help the Nutrition Services Director evaluate satisfaction with meal service and areas of nutrition interest for families.
2. Families may contact the Umatilla-Morrow County Head Start, Inc. (UMCHS) Registered Dietitian (R.D.) at any time or request R.D. services through center staff. Center staff should help to facilitate this as needed. An appointment with the R.D. will be scheduled or appropriate materials sent out.
3. WIC staff is available to speak about nutrition topics at parent center meetings.
4. Head Start children who are WIC clients and nutritionally high risk receive dietary counseling from the agency R.D. in the WIC clinic. At least one of the child's parents/guardians must be present for the counseling. Children who are not WIC clients, but are nutritionally high risk, are offered R.D. services at their nutrition assessment.
5. Comments regarding meal service may be made directly to the Nutrition Services Director or through center staff in the form of a memo or e-mail to the Nutrition Services Director.
6. Each monthly menu includes a nutrition activity for parents.
7. A nutrition article or newsletter is included in the UMCHS monthly newsletter.
8. Policy council parents must approve the all Head Start nutrition policies.
9. All parents, including policy council parents are encouraged to take part in the annual self-assessment.
10. Please also see Nutrition Assessment Procedure (N-02)

#### Communication with staff:

1. The USDA Manager or Nutrition Services Director performs quarterly monitors of centers to ensure that both USDA regulations and Head Start performance standards are followed. Any problems discovered are documented on the monitor form and shared with center staff if they are available at the time of monitor completion. A follow-up e-mail with monitor findings is sent to staff at each center. Center staff are welcome to share their comments and concerns regarding the nutrition component with the USDA Manager or Nutrition Services Director when they are at their site to perform the monitor. Staff may also contact the Nutrition Services Director at any time via e-mail, phone call or a memo.
  2. At least two component meetings a year are scheduled for the USDA Manager to meet with UMCHS cooks. In addition, preservice trainings are conducted/coordinated by the USDA Manager for UMCHS cooks.
3. After reviewing the monthly USDA paperwork submitted by the cooks, the USDA Manager sends the cooks a feedback form detailing any comments or concerns with regard to their paperwork.

Communication with community:

1. The Nutrition Services Director is part of the Health Advisory Committee which is made up of community members and UMCHS staff.
2. The R.D. communicates with various community agencies/persons to coordinate joint projects and as needed to follow-up on clients who are receiving dietary counseling.

\*UMCHS's Nutrition Services Director is also the Registered Dietitian and works in the WIC program.