

St. Ann's Home Residence and Education Food and Nutrition Policy

In accordance with 603 CMR 18.03 (7), St. Ann's School and Residential Staff shall be informed of, and understand, the nutritional and special dietary requirements of the students enrolled and provide an appropriate number of meals daily, at reasonably appropriate times, which constitute a nutritionally adequate diet for the age of the child. St. Ann's residential unit staff shall prepare and serve meals in a manner and amount appropriate to the nutritional needs of each student, including special dietary needs, consistent with applicable state and federal regulations. This includes three meals a day daily and a nutritional snack for the students and children in the residential program; and a mid-morning snack and lunch for students attending school. **No student or their family is charged for meals, including during school hours, regardless of their eligibility for free or reduced price lunch.**

All meals prepared and served at St. Ann's Home are supervised by childcare or educational staff who eat with the children. All meal periods are of reasonable length and allow children to eat at a leisurely rate. Staff supervising the meals encourage children to eat a well-balanced diet with the proper amount and variety of foods. Staff remain present to assure that each child receives adequate amounts and variety of food. Deprivation of food is never used as a means of discipline. Children may have to be excused from the table because of inappropriate behavior during the meal. However, they receive the food they missed as soon as they are better able to control their behavior. If children have to be under close supervision in the Children's Support Center (residential hours) or in the Quiet Room (school hours) during mealtime, a meal equivalent to the meal served on their unit or in their classroom is brought to them. While staff show concern that children eat sufficiently, children are never forced to eat, or force fed or otherwise coerced to eat against their will, except where medically prescribed, or held accountable for food served but not eaten.

Each residential unit has its own stove, refrigerator, freezer, dishwasher, and ample cabinet and pantry space for storage. All food is stored in a clean and wholesome manner, free from spoilage or other contamination. Eating, drinking, and cooking utensils are free from potentially dangerous defects. Food which is served to a child but left uneaten is disposed of. Garbage receptacles are emptied and cleaned daily. All cleaning fluids and powders and other toxic substances are stored separately from foodstuffs in secure areas. All potentially poisonous substances are labeled as to contents and antidote and are stored behind locks out of children's reach. The number of the Poison Control Center is posted on every unit and at each group home, and in each classroom in the school. Children are not permitted to use kitchen equipment unless supervised. Knife drawers are kept locked. The kitchens in the main building are kept locked when not in use. All kitchen facilities are inspected regularly by local and state health and building inspectors.

St. Ann's Home uses a registered dietitian in the residential program for cycle menu preparation and to consult on children with nutritional concerns, specialized diets or food allergies. Any specialized diet is followed according to the primary physician's orders and the Food Allergy Policy of St Ann's Home. Residential staff are responsible for following the cycle menus and preparing those meals for their unit. All staff who prepare food are *Serv-Safe* certified. The meals served to students are substantially the same as those served to staff, unless age differences or

special dietary needs require differences in diet. Copies of the menu plans shall be maintained on each unit.

During the school day, food and kitchen services are available to all children, including those in the Day Treatment and Education Program, and summer day program students. St. Ann's Home offers a similar hot lunch program as served by the local public schools during the standard school year (September to June) and the summer school program (for 36 days in July and August). The monthly menu is furnished by the vendor (currently Methuen Public Schools) and is available upon request. Any day student who wishes to bring his or her own lunch or snack is free to do so. Refrigeration is available if needed. A nutritious mid-morning snack is provided to students in St. Ann's school. Education program staff encourage the children to eat a well-balanced diet with the proper amount and variety of foods.

Arrangements are made with parents/ guardians to provide for children with special dietary or medical needs, consistent with federal and state regulations. Those children who live at St. Ann's and attend outside community schools generally receive the lunches prepared by the school systems which they attend.

Requirements for Food Preparation, Storage and Services

St. Ann's Home and School shall store, prepare, and serve all food so that it is clean, wholesome, free from spoilage and safe for human consumption. Refrigeration and storage for food shall be provided at not more than forty-five (45) degrees Fahrenheit for food requiring refrigeration. All food shall be stored in clean, covered containers. St. Ann's shall properly wash and sanitize all bottles, utensils, and dishes. Any unfinished food or milk by a student shall be disposed of.

Overall responsibility for the purchasing and coordination of vending services, and kitchen facilities at St. Ann's, rests with the Facilities Coordinator, William Rivera; and Chief Financial Officer, Marybeth Gilmore, who supervises the housekeeping, maintenance staff, and facilities manager.

St. Ann's Home Day Treatment and Education Food and Nutrition Policy

In accordance with 603 CMR 18.03 (7), St. Ann's Day Treatment and Education Staff shall be informed of, and understand, the nutritional and special dietary requirements of the students enrolled and provide an appropriate number of meals daily, at reasonably appropriate times, which constitute a nutritionally adequate diet for the age of the child, consistent with applicable state and federal regulations. This includes a nutritional mid-morning snack and lunch daily for all the students in school program. **No student or their family is charged for lunch, regardless of their eligibility for free or reduced price lunch.**

St. Ann's Home offers a similar hot lunch program as served by the local public schools during the standard school year (September to June). The monthly menu is furnished by the vendor (currently Methuen Public Schools) and is available upon request. Any day student who wishes to bring his or her own lunch or snack is free to do so. Refrigeration is available if needed.

Arrangements are made with parents/ guardians to provide for children with special dietary or medical needs, consistent with federal and state regulations.

The Facilities Coordinator, William Rivera, is responsible for locating and hiring a vendor to supply lunches for students in the school. The lunches are prepared, and heated if required, in the main building kitchen, and delivered to the classrooms on prepared trays. All meals are supervised by education program staff who eat with the children in the classrooms. All meal periods are of reasonable length and allow children to eat at a leisurely rate. Staff supervising the meals encourage students to eat a well-balanced diet with the proper amount and variety of foods. Deprivation of food is never used as a means of discipline. Children may have to be excused from the meal because of inappropriate behavior during the meal. However, they receive the food they missed as soon as they are better able to control their behavior. If children have to be under close supervision in the separately staffed Quiet Room or Children's Support Center during mealtime, a meal equivalent to the meal served in their classroom is brought to them. While staff show concern that children eat sufficiently, children are never forced to eat, or force fed or otherwise coerced to eat against their will, except where medically prescribed, or held accountable for food served but not eaten.

Breakfast is provided to those students eligible for the free and reduced lunch program, based on the parent forms completed annually, or when their eligibility status changes. The students are offered a selection of cold cereals, toast, juice, and milk. **No eligible student or their family is charged for breakfast.**

Food which is served to a child but left uneaten is disposed of. Garbage receptacles are emptied and cleaned daily. The number of the Poison Control Center is posted in each classroom in the school. All kitchen facilities are inspected regularly by local and state health and building inspectors.

Requirements for Food Preparation, Storage and Services

St. Ann's Home and School shall store, prepare, and serve all food so that it is clean, wholesome, free from spoilage and safe for human consumption. Refrigeration and storage for food shall be provided at not more than forty-five (45) degrees Fahrenheit for food requiring refrigeration. All

food shall be stored in clean, covered containers. St. Ann's shall properly wash and sanitize all bottles, utensils, and dishes. Any unfinished food or milk by a student shall be disposed of.

Overall responsibility for the purchasing and coordination of vending services, and kitchen facilities at St. Ann's, rests with the Facilities Coordinator, William Rivera, and Chief Financial Officer, Marybeth Gilmore.

The Facilities Coordinator, William Rivera, and Chief Financial Officer, Marybeth Gilmore, are responsible for the purchasing of breakfast food, and submission of documentation regarding breakfast and lunch in the Day Treatment and Education Program.

The Director of the Day Treatment Program, Beth Mitchell, is responsible for providing and collecting Free and Reduced Price lunch forms to parents, at least annually or when a student's eligibility status changes, in order to assess their eligibility for breakfast or free/reduced price lunch. This data is provided to the finance office. It is provided to the students' districts upon request.

The Director of the Day Treatment Program, Beth Mitchell, is responsible for communicating with the parents/guardians and LEA's regarding applicable school lunch and breakfast policies. A description of the food services provided is included in the annual mailing "Education Program Description" on page 3.

The school aide is responsible for tracking attendance and meals served, on a monthly basis, and submitting that data to the Director of Education, Teresa Jones, and the Accounts Receivable/Bookkeeper staff in the finance office, currently Jill Whitehead. The school aide also serves breakfast to students before school. Additional education program staff provide supervision during breakfast.