

Head Start WILL Feed:

- 1. Children enrolled in Head Start classes. Children's portions will be prepared so that some may have seconds, if desired.
- 2. Teaching staff that are in charge of the current class.
- 3. Food Service Department Staff.
- 4. Speech Pathologists when working with a child on specific goals (IFSP).
- 5. Any volunteers who have worked at least two hours of time in the center that day. All volunteers are expected to eat at the table with the children.
- 6. A Head Start sibling under age 12 and/or a volunteer's child under the age of 12.
- 7. Education Supervisory Staff when appropriate.

If there is enough food, Head Start MAY feed:

8. If there is leftover food after all above members have eaten, then older siblings or parents may eat. These people will not be invited to sit down at the table until after the others have finished. This would include parents in extreme need. (homeless family)

Meals will be available for approximately 30 minutes after serving time. All food that has been put on the table must be discarded after the meal. Leftover food that has not gone out of the kitchen may be given to parents when available.

Staff is not allowed to take food at anytime. Exceptions to this guideline will be approved by the Food Service Manager or the Area Manager.

