

## Nutrition Education Activity Procedure

### **EACH CENTER MUST HAVE A NUTRITION EDUCATION ACTIVITY AT LEAST ONCE EACH MONTH**

- Nutrition Education/Cooking Experience will be the snack.
- The Teacher/Teacher Assistant chooses cooking experience from the Nutrition Merry Go Round.
- Teacher/Teacher Assistant reviews choice with the Food Service Attendant (FSA). FSA fills out needed food ingredients to the DACHS Food Experience order form. FSA's will not order food items until the Approval form is returned signed. **Grocery lists are due to Nutrition Assistant NO LATER than 12:00 p.m. on Friday's in order for the items to be purchased on the following Friday.**
- Teacher/Teacher Assistant must submit completed **Nutrition Education Activity** Approval form to the Nutrition Assistant by the last working day of each month for the next month. Attach a copy of the recipe or resource to the Nutrition Education / Cooking Experience Approval form. Give at least one week's time for the Nutrition Assistant to return the Approval form.
- After Nutrition Education / Cooking Experience has been completed, fill out the CACFP Center Nutrition Education Documentation form and send to Nutrition Assistant on the last working day of the month with the food service end of the month reports.
- All nutrition education experiences will be performed on the 3<sup>rd</sup> week of each month. If the 3<sup>rd</sup> week of the month falls during a holiday, move up the nutrition experience one (1) week.
- **PLEASE SUBMIT PICTURES TO NUTRITION ASSISTANT IN NOVEMBER, JANUARY AND APRIL.**