

## **Responsibilities when children have food restrictions**

*You are receiving this agreement because you have identified your child as having either a food allergy, or food restriction. It is our goal to keep each child with a food allergy safe and to honor identified food restrictions to the best of our ability. We also want your child to be able to share as many of the foods on our menu as s/he is able. To best serve your child will require that parent(s)/guardian(s) and center personnel work in partnership and that each party understands our respective roles and limitations. This agreement outlines the responsibilities of parent(s)/guardian(s) and CHDCC personnel in regard to children with food allergies or restrictions so that together we can meet the dietary needs of your child.*

### **The Parent/Guardian:**

- 1. Completes a Food Allergy Action Plan form with the child's health care provider and turns it in to the office.**
- 2. Provides necessary medications for accidental exposure.**
- 3. Reviews the child's action plan with the director and classroom teacher.**
- 4. Completes a food restriction form for any child with a food sensitivity or food restriction that is for cultural or religious reasons.**
- 5. Reviews the menu weekly and puts their child's name on the menu, and marks out any food that their child cannot have and turns it in to the classroom teacher(s).**
- 6. Provides a substitute food in the same food group as the food the child cannot have and makes the cook and teacher aware of the substitution (e.g., writes substitutions on the menu).**
- 7. \*\*Reviews the ingredient notebook and makes a list of items that their child cannot have. (If there are multiple brands of the same item, such as tortillas or waffles, this means that we cannot predict which brand we will receive).**
- 8. Gives the restricted ingredient list to the office and the teachers.**

**\*\*Reviewing the ingredient notebook is to help you determine which menu items you will need to cross out. Single ingredient items such as canned corn or frozen broccoli will not be in the ingredient notebook. The list is not intended to be used instead of the individual weekly menu.**

### **The Director (or Assistant Director in the Director's absence):**

- 1. Maintains the food restriction notebook with a copy of the Food Allergy Action Plan or Food Restriction Plan for each child with a food allergy or restriction.**
- 2. Reviews the Food Allergy Action Plan with the parent/guardian and teacher.**
- 3. Distributes a copy of each Food Allergy Action Plan or Food Restriction Plan to the cook and each child's classroom teachers.**
- 4. Ensures that each staff member is trained in the center's food allergy procedures.**
- 5. Supervises the cook.**
- 6. Posts the menu on the website each Friday for the following week.**
- 7. Notifies the parents/guardians of any child with a food allergy or restriction of any change in the food menu that must occur.**

### **The Teacher:**

1. Posts in clear view the Food Allergy Action Plan with a photo for each child who has a food allergy.
2. Reviews the Food Allergy Action Plan with the parent/guardian and director.
3. Posts in clear view other food restriction information and photo for each child with non-allergy food restrictions.
4. Keeps allergy medication for each child in a zippered baggie clearly labeled with the child's name taped or stapled to the wall at least 5 feet above the floor, in clear view. If a child has a nebulizer, its location must be clearly identified.
5. Takes allergy medication with them when leaving the center property for field trips or long walks/rides.
6. Posts and checks menus provided by the parent for any child with a food restriction.
7. Communicates with parents about food substitutions for their child.
8. Works with the cook and parent/guardian to help ensure that no child receives any food item that the parent has indicated on their weekly menu as a restricted food.
9. Directs the parent/guardian to the office to record any change in their child's allergy plan.
10. Reviews the food allergy or restriction information with any new staff member who is in their classroom.
11. Passes on the food allergy or restriction information to the new teachers when a child transitions to a new classroom.
12. Attends staff training on the center's food allergy procedures.

**The Cook:**

1. Maintains and updates the food ingredient notebook by placing ingredients for each menu item in the notebook. (Single ingredient items such as canned corn or frozen broccoli do not need to be listed in the food notebook.)
2. Puts a copy of the menu in the parent mailbox for each child who has an identified food allergy or restriction.
3. Puts a copy of the ingredients for any new menu item in the parent mailbox for any child with a food allergy or restriction.
4. Communicates with parents about food substitutions for their child.
5. Communicates with teachers about any food substitutions
6. Delivers the food substitution to the child's classroom at the same time that the other children in the classroom receive their food
7. Delivers adequate soymilk at each meal to classrooms with children who have dairy allergies.
8. Notifies the director (or assistant director in her absence) prior to food service of any menu substitutions that must occur.
9. Attends staff training on the center's food allergy procedures.

**I understand and agree to the above responsibilities.**

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**Parent/Guardian Signature**

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**Date**