

4C's of Santa Clara County

CCFP Newsletter

4C's Child Care Food Program

January, 2009




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Program Matters - Welcome to 2009!


Enrollment Update- Important task for January 2009

It's time to update the enrollments of your day care children for the year 2009. Please mail in the updated enrollments to 4C's Food Program by **January 31, 2009**. If we do not receive the updated enrollments by the deadline date, the children will automatically be withdrawn from your list. 

Enrollment Reminders !

- There must be an enrollment form on file for every child in care regardless of his/ her participation in CCFP.
- Enrollments for children not participating with the Food Program should be accompanied with a decline participation form.
- New children attending your care must be enrolled on the **first day of care**. Parent signed **enrollment forms** should be sent into the office as soon as they are enrolled. **Do not wait until the end of the month to mail it.**

In the case of infants...

If a **parent** is providing the formula/food, a form declining the provider's formula/ food signed by the parent must be submitted along with the enrollment form. Include the name of the formula offered by you and the name of the formula being provided by the parent while enrolling infants. 

Upcoming Workshops.....

Location: 4C's, San Jose.

CCFP Program Update (Spanish) Jan 15, 2009. 7pm-9pm.

Infant Nutrition (Spanish) Feb 21, 2009. 10am -12 noon.

Location: 4C's San Mateo.

CCFP Program Update Jan 29, 2009. 7pm-9pm.

To register call (408) 457-3139.

Program Reminders

- Keep your child care license posted.
- Keep your CCFP meal pattern for children and infants posted. If you do not have a copy of the meal pattern please call us to obtain one.
- Prepare and serve meals meeting the meal pattern and portion size requirements for the various age categories of children as outlined in

the meal pattern.

continued....



Program Reminders.....continued

- Always practice hand washing before and after meals.
- **Attendance, meals and number of children served must be recorded daily.**
- Substitutions for milk for children with **milk allergy** has to be substantiated with a **medical statement** signed by a physician. Please call us for a medical statement form if you need one.
- Keep enrollments of your day care children up to date. Enroll new children on the



the first day of care and withdraw children no longer in care.

Food Program participating day care providers are required to attend at least one Food Program workshop in a year. Please make sure to comply with this requirement for this year!

- Adhere to licensing regulations with regard to children capacity.



Block Claimers



- A block claim is a claim with no variation in meal counts, for any single meal type or combination of meal types, for any continuous 15 day period within the claim month.
- Block Claims submitted will be verified with unannounced visits and must be validated with parent signed in/out time sheets for the month

block claimed.

- **It is recommended that all day care providers maintain parent signed in/out time sheets daily for children. Parents need to sign them when they drop off and pick up their children.**
- Unsubstantiated block claims will lead to a serious deficiency process.

Do not include your subsidy program original time sheets along with the menus/ claim report each month. Only copies of the timesheets meant for the Food Program should be mailed to the Food Program along with the menu report. Please remember to mail subsidy program time sheets to the Subsidy Program.



Get on the Whole Grain Train



Choose more whole grains than refined grains. Include a variety of whole grain foods when you plan menus for your daycare children.

Some examples of whole grain foods are oatmeal, whole wheat/multigrain bread, brown rice, whole rye, whole wheat or

multigrain crackers, whole grain corn tortillas/ wheat tortillas, barley, bulgar, multigrain ready to eat cereal etc.

Ready to Eat Cereals

Cereal can be a great choice for a quick and nutritious breakfast and also snacks. Pay attention to the amount of sugar in cereals.

Choose cereals with **6 grams of sugar** or less and at least **3 grams of fiber in a serving**. Some good cereal choices— Cheerios, Kix and Life. These cereals contain less than 6 gms of sugar and 2-3 gms of fiber. Cereals like Apple jacks, Fruit loops, Cap n' Crunch and Corn Pops contain 12gms of sugar.