

Head Start/Early Head Start Policies and Procedures

Head Start Center Refrigerator Temperature Policy

Rationale: SETA Head Start is required to follow the guidelines of the California Child and Adult Care Adult Program (CCACFP) to implement a food safety program for the preparation and service of meals served to children. The program must be based on Hazard Analysis and Critical Control Point (HACCP) principles and conform to guidance issued by the Department of Agriculture (USDA).

Policy:

All SETA Head Start learning center designated staff will record the temperature of the refrigerator(s), including freezer, used to store food for children's meals and snacks on a daily basis. The refrigerator temperature must be at or below 40 degrees F and the freezer at 0 degrees F.

Daily Center Monitoring of Refrigerator Temperature Procedure

Procedure:

A staff member will be designated to record the refrigerator and freezer temperature daily during operation hours. The temperature must be taken on every refrigerator housing children's meals and snacks. Upon arrival and prior to the beginning of the PM class, the staff member will take the temperature or check the temperature with an existing thermometer and record it on the Center Health and Safety Checklist. The temperatures should reflect the following:

Refrigerator: **The critical limit for holding foods in the refrigerator is at or below 40 °F.**

Freezer: **The critical limit for holding foods in the freezer is below 0 °F.**

If the staff observes inconsistent temperature readings, or suspects any malfunction of the refrigerator, including freezer, they should immediately report the problem to the site supervisor who will then contact the facilities coordinator for repair and alternative storing solutions.

The completed Center Health and Safety Checklist will be sent to the Program Support Services manager monthly through courier by the 5th of each month.

Staff is expected to log the information daily. Fraudulent entries risk the care and safety of the children and may be subject to disciplinary action.