



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 1
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Updated

**SUBJECT: PROCEDURE FOR NUTRITION
PURCHASE ORDER FOR CLASSROOM FOOD
EXPERIENCE**

APPROVED: 5-25-11

BY: Ron Griffin, Director

PURPOSE

For making food supplies available to teaching staff for classroom food experience

POLICY

Teaching staff should conduct Monthly Food Experience activity as part of nutrition education in the classroom.

REFERENCE

Head Start Performance Standards **1304.23 (C)(1), 1304.21(b)**

PROCEDURE

- For **Mandatory Food Experience**: Purchase all food items from Stater Brothers utilizing the open purchase order number PO # Z4222
- For **Teacher's Choice** use 003 for each individual activity. Do not use the same 003 for both teachers' choices. Submit to the main office the request and 003 One month in advance.
- To figure out how much food to purchase, you need to refer to the grocery list (attached) and look for the number of students that are enrolled at the site. As you find that number, just refer below and that is the amount of food you need to purchase.
- For example: During the month of September the ABC Site will be making the friendship fruit salad. The site has 90 children.
- How much fruit should you purchase? You will purchase:
7.5 # of apples, 11 # of bananas, 9 # of grapes. 12 kiwis, 11# of honeydew melons and 1 can of pineapple juice.
- While at the store (Stater Bros.), and you are getting ready to complete the invoice please do the following:
 - In the name of organization box---write the name of your site
 - In the billing address----write the address of the your site
 - Example: 503 E. Central Avenue San Bernardino CA 92408
 - Print and sign your name
 - In the phone number box---write in the phone number of your site.
 - In the bottom area of the invoice write---"*Mandatory Classroom Food Experience*".
- Attach the white receipt to the yellow copy of the invoice and send it to the Main office within five working days. Remember to make a copy and maintain it at your site.