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**FISCAL YEAR 2005
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #48**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director
Grants Coordination and School Support

DATE: October 3, 2005

SUBJECT: Mealtime Memo for Child Care

Attached are copies of three issues of the *Mealtime Memo for Child Care*: "Safe Food Storage," "Dietary Guidelines for Americans, 2005," and "Getting the Most from Your Workday".

Developed by the National Food Service Management Institute, these publications reinforce the importance of the Food Guide Pyramid and emphasize that physical activity helps children develop a healthier lifestyle.

If you have any questions regarding this publication, you may contact the Child and Adult Care Food Program staff at (517) 373-7391.

Please keep this memo on file or in a notebook for quick and easy reference.

Attachments (3)

Safe Food Storage
Dietary Guidelines for Americans, 2005
Getting the Most from Your Workday

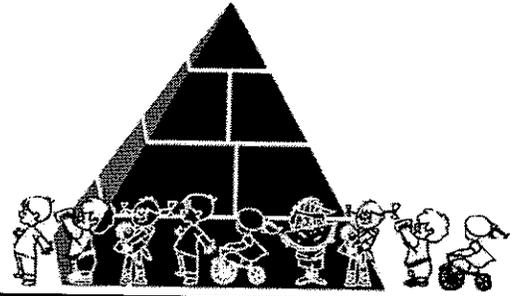
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Mealtime Memo

FOR CHILD CARE



2005

Safe Food Storage

Introduction

Have you ever thought about why we keep things in the refrigerator and freezer, or store foods in airtight containers? How foods are stored affects both quality and safety. Improperly stored food can lead to food spoilage and possible illness. One way workers show they keep food safe is by maintaining proper storage conditions.

In a child care center, it is the responsibility of the workers to make sure that the food is safe for the children to eat. Children are especially at risk for foodborne illness because their immature immune systems are not as able to fight off an illness.



It is important to keep food safe at all times. This includes all steps the food goes through from the time it is purchased to the time it is cooked and served.

Keeping Food Safe During Storage

The proper storage of foods minimizes potential contamination and growth of microorganisms. Microorganisms are so small that they cannot be seen. They are found

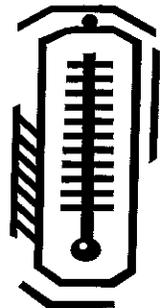
everywhere — in the air, soil, and water — and may be transmitted to food by animals, rodents, or humans. Microorganisms grow more rapidly at temperatures between 41 °F and 135 °F. This temperature range is called the temperature danger zone. Food should be handled so that the amount of time the food is in the temperature danger zone is kept to a minimum.

Keep raw meats separate from ready-to-eat foods. Use an ice chest or insulated container to transport cold foods from the grocery store or to the park. Store refrigerated and frozen foods as soon as you return from food shopping. Rotate foods to ensure the oldest product is used first.

Storing Foods in the Refrigerator

The refrigerator should be at a temperature that maintains food at 41 °F or below. For best practice, check the temperature of all refrigerators and record daily. Here are some general tips for storing foods in the refrigerator:

- Do not overstock the refrigerator. Allow the cool air to circulate freely to chill foods as quickly as possible.
- Label and date all foods.
- Speed the cooling of hot foods and minimize the time in the temperature danger zone by transferring to shallow containers.
- Store raw or uncooked foods below ready-to-eat foods to prevent cross-contamination.
- Clean refrigerators often and as needed.



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Storing Foods in the Freezer

Freezing food does not kill microorganisms but usually does prevent them from multiplying to a level that can cause foodborne illness. The correct temperature for the freezer is 0 °F or below. As with refrigerators, the temperature should be monitored and recorded regularly. Do not thaw frozen foods at room temperature; this is in the temperature danger zone. Here are some general tips for safely storing foods in the freezer:

- Arrange foods to allow cold air to circulate around the food
- Store frozen foods in moisture-proof materials or containers to maintain the quality of the food.



- Date all items when they are placed in storage
- Items removed from the original container, such as rice or flour, should be placed in air-tight containers made for food storage and labeled with the contents and date placed in storage
- Use FIFO (First In, First Out) so that older items are used first.
- Always store chemicals in a separate area from food and food-related items. Chemicals should be stored out of the reach of children and should not be used by unauthorized personnel and visitors.

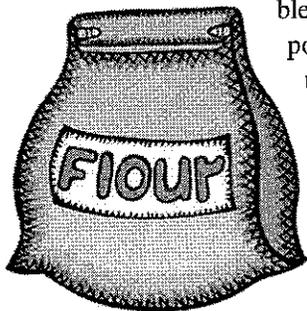
Proper storage of food reassures you of the safety of the food. If there is any doubt about the safety of a food item, it

should be thrown out *If in doubt, throw it out*. There is no reason to take chances with the health and well-being of the children in your center. The Appendix section of *Serving It Safe, 2nd Edition* provides temperature forms you can use to record food storage temperatures. You can find these forms at the following Web link:
<http://www.nfsmi.org/Information/sis/refglossapp.pdf>.

In addition, the Child Care Mini-Posters contain further information about safe handling of food. You can download these posters at http://www.nfsmi.org/Information/postindx_cc.htm.

Storing Food in Dry Storage

Dry storage is used for foods that do not require refrigeration or freezing. Foods generally stored in the dry storage area include foods such as canned goods, flour, sugar, rice, and cereal. Some fruits and vegetables, such as bananas, onions, and potatoes, may also be stored in the dry storage area. The following guidelines will help ensure that foods stored in this area maintain their quality and remain safe:



- Maintain the dry storage room temperature between 50 °F and 70 °F
- Keep the area clean and dry by having a cleaning schedule for floors, walls, shelving, and light fixtures.
- Store all items 6 to 8 inches off the floor so that all areas of the floor can be cleaned.

It is important to follow the guidelines given to you by your State agency or local health department, which may vary from the information provided in this document.

Reference

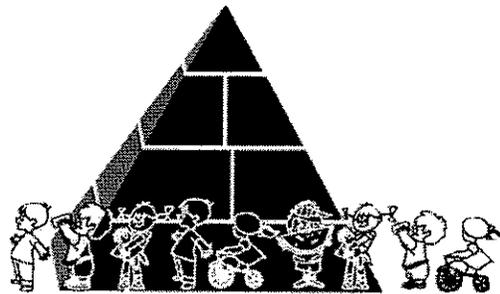
National Food Service Management Institute (2002) *Serving it safe* (2nd ed) University, MS: Author

This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture, Food and Nutrition Service through a grant agreement with The University of Mississippi. The contents of this publication do not necessarily reflect the views or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government. The University of Mississippi is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer

For more information, contact NFSMI at 800-321-3054 or www.nfsmi.org/Information/Newsletters/Mealtime_memo_index.html.

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Dietary Guidelines for Americans, 2005

The *Dietary Guidelines for Americans, 2005* is a set of healthy recommendations to live by, which are based on scientific studies. These guidelines are for Americans who are 2 years of age and older, and they are updated every 5 years. The goal of the guidelines is to promote health and lower a person's risk for certain diseases such as obesity, heart disease, diabetes, and some cancers. They do this by encouraging a person to eat healthier foods and to become physically active most days of the week. Also, the guidelines advise that people balance the calories they are taking in with the calories that they expend in physical activity.

Areas of the Dietary Guidelines:

The guidelines have 41 key recommendations that are grouped into 9 categories. These categories include:

- Adequate nutrients within calorie needs
- Weight management
- Physical activity
- Food groups to encourage
- Fats
- Carbohydrates
- Sodium and potassium
- Alcoholic beverages
- Food safety

Adequate Nutrients Within Calorie Needs

In this category, the guidelines recommend eating nutrient-dense foods and beverages. Nutrient-dense foods include fruits, vegetables, and whole grains, instead of foods like chips and candy. Nutrient-dense foods have lots of vitamins and minerals, but not many calories. On the other hand, chips and candy supply calories but normally small amounts of vitamins and minerals. Choose foods that are low in saturated fat, trans fats, cholesterol,

added sugars, salt, and alcohol. Nutrition information can be found on the nutrition label on the package. To put this recommendation into practice, avoid junk foods and eat lots of fresh fruits and vegetables, which are naturally free of added sugars and low in salt and fat.

Weight Management

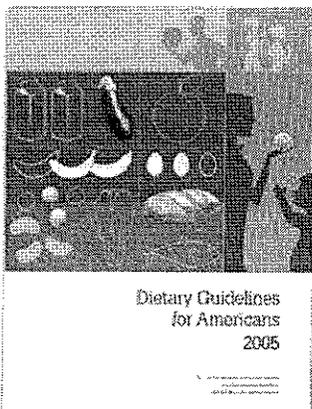
To maintain a healthy body weight, you must balance the calories taken in with calories that are used during exercise. To prevent weight gain over time, you should gradually decrease calories consumed from food and beverages and increase physical activity. Overweight children should not be encouraged to diet in order to lose weight. Instead, the goal should be to slow down the weight gain. Children are growing and need lots of nutrients, so any weight loss plans for them should be recommended by a health professional.

Physical Activity

The best way to get the benefits of exercise is to engage in physical activity for at least 30 minutes a day on most days of the week. To lose weight and prevent gradual, unhealthy weight gain, exercise at least 60 minutes per day. Try using cardiovascular exercises, stretching exercises for flexibility, and resistance training to develop muscle strength. Children should be encouraged to be physically active and to make exercise a habit that will become a normal part of their daily routine later in life.

Food Groups to Encourage

The guidelines recommend increased consumption of fruits, vegetables, whole grains, and low-fat milk products. People are encouraged to eat a variety of colors of fruits and vegetables, which generate different kinds of



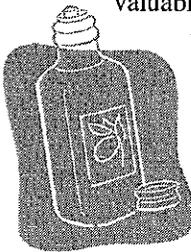
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nutrients. Half of the grains that are eaten during the day should come from whole-grain products. Further guidance includes consuming low-fat or fat-free milk each day or an equal amount of similar milk products like yogurt or low-fat cheese.



Fats

Fats should not be completely avoided because fats are a valuable part of the diet. Choose lower fat options when buying meats, cheese, and milk products. Limiting the amount of saturated fat can reduce a person's risk for heart disease. Saturated fat is found in animal meats and cheese. The amount in other products can be found on the nutrition label. Saturated fats, such as butter, are solid at room temperature. Unsaturated fats, such as olive oil and canola oil, are liquid at room temperature. The unsaturated fats are better choices, but they still have the same number of calories as saturated fats. All fats should be eaten in moderation.



Carbohydrates

Good carbohydrate choices are fiber-rich fruits, or vegetables, and whole grain breads, and cereals. Since they are good sources of fiber, they are better choices than more refined carbohydrates. The fiber content can be found on the nutrition label. Watch for added sugars in cereals and other foods. The sugar adds calories to a product, which may contribute to dental cavities.

Sodium and Potassium

Sodium should be consumed in small amounts. Foods should be prepared with as little salt as possible. Tasting a food before salting it is a helpful way to reduce large amounts of salt. Do consume potassium-rich foods, such as sweet potatoes, white potatoes, bananas and orange juice.



Alcoholic Beverages

If you drink, do so in moderation. A moderate amount for women is up to one drink a day, and for men it is up to two drinks a day. Drinking more than this amount in a day is usually considered unhealthy. Alcohol should not be consumed by the following people:

- People who cannot restrict their alcohol intake
- Women who may become pregnant
- Women who are pregnant or breast-feeding
- Children and adolescents
- People taking medications that may interact with alcohol
- People with specific medical conditions

Food Safety

Harmful bacteria and viruses cause most of the foodborne illness and may be found in the soil, in saliva, under fingernails, on a doorknob, and on a towel. The three primary ways to prevent foodborne illness include the following:

- **Practicing good personal hygiene.** Bathing daily, shampooing hair frequently, wearing clean work clothes, and washing hands correctly and often should be practiced by people who work with and around food.
- **Controlling time and temperature of food.** Harmful microorganisms grow and multiply at temperatures between 41 °F and 135 °F. Best practice is to keep cold food at or below 41 °F and hot food at 135 °F or above.
- **Preventing cross-contamination.** Separate raw, cooked, and ready-to-eat foods when shopping, preparing, or storing. This prevents cross-contamination from one food to another.

In Summary

These are the general suggestions of the Dietary Guidelines for Americans. If followed correctly, these guidelines can help people live healthier lives and reduce the risk of chronic diseases like obesity and diabetes. Prevention of these diseases is the key, and starting with children is the best way to achieve it. When children learn healthy habits, they are more likely to stick with these habits throughout their lives. Adults should be role models!

References

Dietary guidelines for Americans, 2005 (2005). Retrieved February 15, 2005, from <http://www.healthierus.gov/dietaryguidelines/>

National Food Service Management Institute. (2002). *Serving it safe* (2nd ed). University, MS: National Food Service Management Institute.

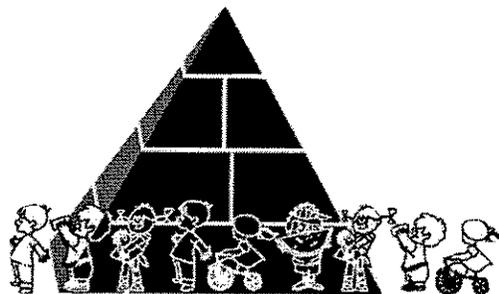
New dietary guidelines will help Americans make better food choices, live healthier lives (2005). Retrieved February 21, 2005 from <http://www.hhs.gov/news/press/2005pres/20050112.html>

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Getting the Most from Your Workday

Time Wasters on the Job

How often do we say, "I never have enough time to get everything done!" It is more than likely time is not being used wisely. Some examples of time wasters at work could include:

- ① Daydreaming
- ① Procrastination
- ① Talking to others
- ① Poor organization
- ① Not delegating
- ① Inadequate preparation
- ① Interruption of tasks
- ① Poor communication
- ① Excessive attention to detail
- ① Indecision
- ① Over commitment
- ① Taking care of low priorities first

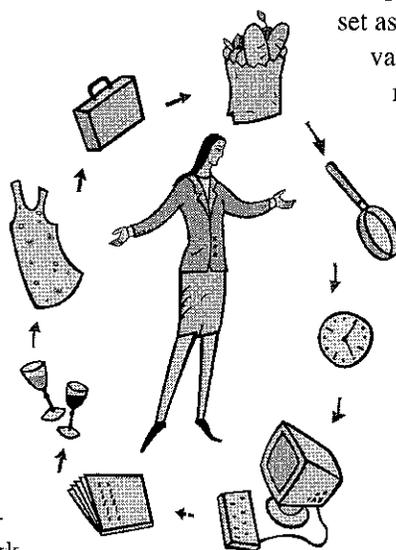
For every time waster there is a coping strategy. For instance, if a coworker wants to chat about the previous night's soap opera, politely say, "I'd really like to talk but I have to finish preparing the enchilada casserole for today's lunch. Can we talk about it on our break?" If postponing a project is one of your major time wasters because it is too large to deal with, break it into smaller, more manageable chunks. Do the easy part first, time yourself, and reward yourself for getting it done.

Time Planning Guidelines

Work to make your use of time more productive:

- ① Identify important priorities at work and in life.
- ① Define tasks to meet priorities
- ① Plan a schedule to accomplish priorities.
- ① Take each project and write a plan for accomplishing it.
- ① Be flexible and revise the plan when necessary.

To illustrate these five guidelines, let's use the following example: Identify building an effective work team in your child care center as your priority. Define the tasks that would help you meet that priority. Show the staff how to work together. Tell them how important teamwork is and set aside time to get to know each other. Remember to value all contributions by the team members and reward their efforts on a job well done.



It's About Time

Try the following tips to make the most of your time.

- ① **In your life** — Take time every day to focus on yourself: exercise, meditate, walk, run, and enjoy nature.
- ① **At work** — Handle each piece of paper one time. Work on high-priority tasks first. Start and end meetings on time. Record deadlines and appointments on your calendar. Take time to plan and organize the work you have to do.

Time Out

What is the one thing you would most like to change about how you manage your time at work?

Once you have identified the change you want to make, keep priorities clearly in mind; determine what should be done based on those priorities; plan and think ahead; keep commitments to yourself and others; stay focused; use small chunks of time wisely; and most of all, value the time at hand!



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Priority List

Use this helpful form to check how you manage your time in the workplace and at home. You may eventually want to revise your schedule to reflect those activities that are most important to you!

| Time: | How I used my time: | My priorities for today: |
|----------|---------------------|--------------------------|
| Midnight | | |
| 1:00 AM | | |
| 2:00 AM | | |
| 3:00 AM | | |
| 4:00 AM | | |
| 5:00 AM | | |
| 6:00 AM | | |
| 7:00 AM | | |
| 8:00 AM | | |
| 9:00 AM | | |
| 10:00 AM | | |
| 11:00 AM | | |
| Noon | | |
| 1:00 PM | | |
| 2:00 PM | | |
| 3:00 PM | | |
| 4:00 PM | | |
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Reference

National Food Service Management Institute (2001) Getting the most from your workday. In *Building human resource management skills: Achieving an effective food service system*. University, MS: Author

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