

Monday—August 4, 2025
Category of Staff: Nutrition/CACFP/Central Kitchen/Center Nutrition Aides
Site: Brady Learning Environmental Resource Center
1223 Brady Blvd.
San Antonio, Texas, 78207

Time	Topic	Presenter
8:00 a.m. - 9:00 a.m.	Food Buying In this session, participants will learn that purchasing the right amount of food and purchasing it is most economical, and that determining the specific contribution each food makes toward the meal pattern requirements to ensure that meals provide necessary nourishment and meet program requirements for reimbursement.	Janie Castillo, CACFP Nutrition Service Manager Parent/Child Inc. & Monica Ellison, Center Nutrition Coordinator Parent/Child Inc.
9:00 a.m. - 10:00 a.m.	CACFP Recording Keeping Requirement In this session, participants will learn the record keeping requirements from each institution and establish procedures to collect and maintain all program records required by 226.16(e), as well as any records required by the State Agency. Failure to maintain such records shall be grounds for the denial of reimbursement for meals served during the period covered by the records in question and for the denial of reimbursement for costs associated with such records.	Janie Castillo, CACFP Nutrition Service Manager Parent/Child Inc. & Monica Ellison, Center Nutrition Coordinator Parent/Child Inc.

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Time	Topic	Presenter
10:00 a.m. - 11:00 a.m.	<p>Recognition, Prevention and Reporting Child Maltreatment</p> <p>In this session, participants will learn essential information and training on recognizing, preventing and responding to child abuse and neglect and will learn procedures for Reporting Child Abuse and Neglect as the Texas Law requires it. Participants will receive community resources that have training programs available for Employees, Children, and Parents.</p>	Emma Grimes, Child Safe
10:00 a.m. - 11:00 a.m.	<p>Mental Health Activity</p> <p>In this session, Participants will learn Mental health is crucial to overall well-being, especially for employees who face unique challenges and pressures. Taking care of one's mental health is essential to maintain a balanced and fulfilling academic life. Exercise, Breathing, Reflecting, and writing in a journal daily to help relief individual stress.</p>	<p>Janie Castillo, CACFP Nutrition Service Manager Parent/Child Inc. & Monica Ellison, Center Nutrition Coordinator Parent/Child Inc.</p>
11:00 a.m. - 12:00 p.m.	<p>Menu Planning</p> <p>In this session, participants will learn that menu planning is one of the most important steps for successfully managing the Child and Adult Care Food Program (CACFP). The menu influences all aspects of the food service operation, and a carefully planned menu can save time and money while providing balance and variety. Therefore, following good menu planning practices is essential for offering young children nutritious and appealing meals and snacks. This menu planning guide offers basic information for planning nutritious menus that align with CACFP.</p>	<p>Janie Castillo, CACFP Nutrition Service Manager Parent/Child Inc. & Monica Ellison, Center Nutrition Coordinator Parent/Child Inc.</p>
12:00 p.m. - 1:30 p.m.	Lunch On Your Own	

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Time	Topic	Presenter
1:30 p.m. - 2:30 p.m.	<p align="center">Civil Rights</p> <p>In this session, participants will learn that the law prohibits discrimination based on race, color, national origin, age, sex, or disability. This includes the following to ensure compliance:</p> <ul style="list-style-type: none"> • Participants will learn how to operate in compliance with all nondiscrimination laws, regulations, instructions, policies, and guidelines • Compile data, maintain records, submit reports • Allow reviews & access 	<p align="center">Janie Castillo, CACFP Nutrition Service Manager; Parent/Child Inc.</p>
2:30 p.m. - 4:00 p.m.	<p align="center">How to Prepare Emergency Food Kits Safely for all Centers</p> <p>Emergency situations can occur at any place or time, including during the school day when children are present. Participants will learn that it is important for the preparation of a school emergency kit. Center kitchens and Central kitchens will learn how to prepare food emergency kits for every student in the event of an emergency crisis such as non-perishable food and water.</p>	<p align="center">Janie Castillo, CACFP Nutrition Service Manager Parent/Child Inc. & Monica Ellison, Center Nutrition Coordinator Parent/Child Inc.</p>
4:00 p.m. - 5:00 p.m.	<p align="center">Pre-Service Training Review and Reflection</p> <p>During this session participants will review the topics covered for the day during pre-service training for understanding and clarity of the policy and procedures of the Nutrition Department.</p>	<p align="center">Janie Castillo, CACFP Nutrition Service Manager Parent/Child Inc. & Monica Ellison, Center Nutrition Coordinator Parent/Child Inc.</p>

Tuesday—August 5, 2025
Category of Staff: Nutrition/CACFP/Central Kitchen/Center Nutrition Aides
Site: Brady Learning Environmental Resource Center
1223 Brady Blvd.
San Antonio, Texas, 78207

Time	Topic	Presenter
8:00 a.m. - 10:15 a.m.	<p style="text-align: center;">CACFP Inventory</p> <p>In this session, participants will learn that effective inventory control begins long before products are purchased. Menu planning and recipe development are the first two steps in inventory management. Procuring, forecasting, ordering, and receiving to ensure that the right foods in the correct quantities are received, just in time for production. Good storage practices keep food secure and minimize waste. Effective and efficient production and service practices ensure that customers consistently receive the foods they want safe, freshly prepared, and served in correct portions.</p>	<p style="text-align: center;">Janie Castillo, CACFP Nutrition Service Manager Parent/Child Inc. & Monica Ellison, Center Nutrition Coordinator Parent/Child Inc.</p>
10:15 a.m. - 12:30 p.m.	<p style="text-align: center;">Civil Rights - Continued</p> <p>In this session, participants will learn that the law prohibits discrimination based on race, color, national origin, age, sex, or disability to an employee. This includes the following to ensure compliance. The program will operate in compliance with all nondiscrimination laws, regulations, instructions, policies, and guidelines.</p>	<p style="text-align: center;">Janie Castillo, CACFP Nutrition Service Manager Parent/Child Inc. & Monica Ellison, Center Nutrition Coordinator Parent/Child Inc.</p>