**INSERT LOGO**

**Meals in the Classroom (MIC) for PRINCIPALS insert name of school or building (as of insert date)**

**What is the GOAL for MIC by insert name of program/department?**

Our goal for MIC in insert district is to ensure that insert goal statement.

* This is the place to share the mission of your program, something like:
	+ **All students receive daily school meals in a safe and comfortable environment so that they are ready to succeed in academic and social activities**.

Your leadership and support are essential for serving MIC as safely and efficiently as possible. Thank you, Principal \_\_\_\_\_\_\_\_\_\_\_, for working with us to confirm the following approach to MIC for your school.

**Whom do I contact for more information?**

We are available to discuss necessary adjustments to these policies at any point. If you have any questions or concerns, contact your cafeteria manager insert name, number and email. The insert department name is also ready to help at any time. Please contact insert name at insert number and email and let us know how we can help you.

**Where will meals be served?**

Meals in insert name of school or building will be served describe the location(s) of school meal service within the building.

* Describe where meals will be served and eaten:
	+ **Meals will be served and eaten in the classroom**
	+ **Meals will be served in the cafeteria, eaten in the classroom**
	+ **Describe other options**
	+ **Include gradel-level variations if appropriate**

**When will meals be served?**

The following meals will be served in classrooms at these approximate times: insert meals and range of times. **For more details, see the Meal Schedule handout**.

**How will meals get to the classroom and be picked up after MIC?**

Meals in insert name of school or building will be delivered by describe individual(s) who will deliver meals to classrooms. After MIC service is complete, insert who will take meal cart/bags, any remaining food, and rosters back to the cafeteria.

* Describe how meals will get to the classroom and materials back to the cafeteria:
	+ **Nutrition staff will deliver meals to the classroom**
	+ **Student helpers will pick up meals in the cafeteria and bring them to the classroom**
	+ **Individual students will pick up a meal and bring it to the classroom**
	+ **Or describe different option**

**Can students bring in outside food or have it delivered?**

In accordance with recommendations or restrictions from health authorities, food from outside the school nutrition program will be subject to the following rules: insert rule(s) applying to food brought from home and delivered from outside vendors.

**How much time will students have to eat MIC?**

In order for students to be well-nourished and ready to learn, they must have enough time to eat. The **minimum amount** of time for MIC once students receive their meal at insert name school or building is: Breakfast insert number of minutes; Lunch insert number of minutes; Snack insert number of minutes; Supper insert number of minutes.

**How can mealtime environments be comfortable for student?**

The environment during MIC should be calm and comfortable so that students can enjoy their meals. **Strategies for creating a positive mealtime environment can be found on the Classroom Management and Social-Emotional Learning handouts.**

**How will leftovers and trash collection be handled?**

On the advice of health authorities, no food sharing is allowed among students. All leftover food must be returned to student who brought it from home or sent back to the cafeteria. The collection of food waste and other trash from MIC is the responsibility of describe individual(s).