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| **INSERT**  **LOGO** | **Meals in the Classroom (MIC) Plan for**  **insert name of school or building (as of insert date)** |
| **Goal** | Our goal for MIC in insert school/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**.   Thank you for helping us serve MIC as safely and efficiently as possible. In order to achieve our goal, we have made the following plans in conjunction with our district administration and local health authorities effective insert date. |
| **Location of Meals** | Meals in insert name of school or building will be served describe the location of school meals 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 locations** * **Include grade-level variations if appropriate** |
| **Schedule of Meals** | The following meals will be served in insert name of school or building at these approximate times: insert meals and range of times. **For more details, see the Meal Schedule handout**. |
| **Menus** | Menus for MIC as well as other meal services this year will be available on insert URL location of electronic menus. Contact insert department name at insert phone number or insert email for more information. |
| **Preordering for Meals** | Families and staff may preorder meals using the system available at insert URL for accessing meal preordering system.   * Include if you have a preordering system; delete the entire row if you do not have one. |
| **Delivery of MIC** | **Meals in insert name of school or building will be delivered to classrooms by describe individual(s) will deliver meals.**   * Describe how meals will get to the classroom and materials returned to the cafeteria:   + **Nutrition staff will deliver meals to classroom**   + **Student helpers will pick up meals in the cafeteria and bring them to the classroom**   + **Individual students will pick up their meal and bring it to the classroom**   + **Describe other option** |
| **Distribution of MIC** | If meals are delivered to the classroom, describe individual(s) who will be responsible for distributing foods and beverages to individual students. |
| **Accountability for MIC** | **Accurate counting of meals and milks taken is essential so that insert name of district school nutrition program can be reimbursed for school meals**. In insert name school or building, names of students taking a meal will be checked by insert name of staff member using insert way names will be checked.   * Describe method for counting meals/milks using:   + **Paper roster**   + **List on tablet**   + **POS device**   + **Or other** |
| **Payment for Meals** | Payment for schools meals will only be accepted by: insert list of ways that payment for meals will be accepted.   * Provide URL for student account system and/or how cash will be accepted. * If school is CEP, state clearly that all students are able to eat for free. * Explain how adult meals will be charged and paid for. |
| **Outside Food** | Food from outside the school nutrition program is subject to the following rules: insert rule(s) applying to food brought from home and food delivered from outside vendors.   * Summarize policies clearly and simply. |
| **Mealtime Guests** | Based on current guidance from local health authorities or district mandate, insert policy on mealtime guests. |
| **Sanitizing Surfaces** | Sanitizing high-touch classroom surfaces, including insert surfaces to be sanitized, will be the responsibility of insert person(s) responsible. |
| **Sanitizing Hands** | Students, teachers and staff will be responsible for sanitizing their hands using insert strategies for cleaning hands before and after meals.   * Describe how and where students, teachers and staff can sanitize their hands. * Indicate the location of handwashing posters or instructions. |
| **Time**  **to Eat** | **In order for students to be well-nourished and ready to learn, they must have enough time to enjoy MIC**. The **minimum amount** of time for MIC once students receive their meal is: Breakfast insert number of minutes; Lunch insert number of minutes; Snack insert number of minutes; Supper insert number of minutes. |
| **Mealtime Environments** | The classroom 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.** |
| **Food Sharing and MIC Trash** | No food sharing is allowed among students. All leftover food must be thrown away, returned to students bringing food 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). |
| **Need More information?** | Contact your cafeteria manager insert name, number and email or insert department name Office at insert contact information. |