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| **INSERT**  **LOGO** | **Meals in the Classroom (MIC) for SECRETARY/OFFICE insert name of school or building as of (insert date)** |
| **Goal** | 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**.   **We know that all school staff are essential to making MIC a success and we appreciate that you have regular contact with parents and families. Thank you in advance for helping MIC to run smoothly for all students.** |
| **Need Help?** | If you have any questions or concerns, contact your cafeteria manager insert name, number and email or insert department name at insert number, email and name, if desired and let us know how we can help you. |
| **Location of Meals** | Meals in insert name of school or building will be served describe the location(s) of school meals served 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 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 service will be available on insert URL location of electronic menus. Call the School Nutrition office at insert phone number for more information. |
| **Cost of Meals** | For SY 2020-2021, the cost of meals in insert name of district is as follows: Insert CEP designation for school or cost of specific meals. |
| **Payment for Meals** | Payment for school 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. |
| **Preordering for Meals** | Families, teachers and staff may preorder meals using the system available at insert URL for accessing meal preordering system or describe process.   * Include if you have a preordering system; delete the entire row if you do not have one. |
| **Time to Eat** | **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. |
| **Accountability for Meals** | **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** |
| **Outside Food** | 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.   * Summarize policies as clearly as possible. |
| **Mealtime Guests** | Based on current guidance from local health authorities, insert policy on mealtime guests. |
| **Food Safety** | Proper safety and sanitation protocols have been established for meal service in insert name of school or building. Both cafeteria and classroom staff are trained to ensure MIC will be managed in a safe environment. |