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| **INSERT**  **LOGO** | **Meals in the Classroom (MIC) for PRINCIPALS**  **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**.   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. |
| **Questions or**  **Assistance** | **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. |
| **Location of Meals** | 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 grade-level variations if appropriate** |
| **Schedule of Meals** | 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**. |
| **Delivery and Pickup during 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 cafeteria and bring them to the classroom**   + **Individual students will pick up a meal and bring it to the classroom**   + **Or describe different option** |
| **Outside Food** | 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. |
| **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. |
| **Mealtime Environments** | 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.** |
| **Food Sharing and MIC Trash** | On the advice of health authorities, no food sharing is allowed among students. All leftover food must be returned to the 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). |