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| **INSERT****LOGO** | **Schedule for Meals in the Classroom (MIC)** **(as of insert date)** |
| **MIC****Schedule** | MIC schedule for insert classroom number and/or teacher’s name is (include only those meals to be eaten in this classroom):Breakfast Insert approximate timesLunch Insert approximate times Supper Insert approximate timesSnack Insert approximate times  |
| **Final MIC Counts** | Communicate any changes in meal selection or meals ordered by * Calling insert department name at insert phone number by insert time OR
* Emailing insert department name at insert address by insert time OR
* Updating ordering system by insert time
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| **Pre-MIC preparation** | Insert number of minutes prior to scheduled mealtime are needed to prepare for MIC. Prepare by having students (include tasks as planned for this school):* Ready desks or space for dining
* Gather any needed supplies
* Perform hand hygiene by sanitizing or hand washing
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| **Delivery of MIC** | Classroom delivery and receiving of meals should coincide as much as possible with pre-meal preparation tasks. Students will transition to meal distribution by insert description of meal/beverage distribution process in classroom |
| **MIC distribution and Meal Counting** | Insert number of minutes expected for distribution of foods and beverages to individual students and for assigned staff member to record reimbursable meals using approved system. In insert name school or building, names of students taking a meal will be checked by insert staff member using insert way names will be checked. * Describe method for counting meals/milks using:
	+ **Paper roster**
	+ **List on tablet**
	+ **POS device**
	+ **Describe other method**
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| **Time** **to Eat** | Students need adequate time to eat and enjoy their meals. These are the minimum number of minutes that should be allowed (include only those meals to be served in this classroom):Breakfast insert number of minutesLunch insert number of minutesSnack insert number of minutesSupper insert number of minutes |
| **Post-MIC** **Clean up**  | Insert number of minutes to allow for post-meal clean up. Prepare classroom for learning by having students (include those tasks as planned for this school):* Follow assigned method for sorting/collecting reusables and disposables
* Check desks and floors for spills, crumbs/etc. and wipe down surfaces
* Leftover food, disposables and trash are removed from the classroom
* Perform hand hygiene by sanitizing or hand washing
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