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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. 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(s) of school meals within the building. |
| **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. |
| **Delivery of MIC** | Meals in insert name of school or building will be delivered to classrooms by describe individuals(s) who will deliver meals. |
| **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. |
| **Payment for Meals** | Payment for schools meals will only be accepted by: insert list of ways that payment for meals will be accepted. |
| **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. |
| **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. |
| **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 the student 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. |