

Site Rules and Site Management Training Talking Points

Follow the menu that meets the SFSP pattern.

Breakfast	Lunch/Supper	Snack
<ul style="list-style-type: none"> • 1 grain/bread • ½ cup fruit, vegetable or full strength juice • 8 ounces fluid milk • (1 additional item if using OVS) 	<ul style="list-style-type: none"> • 2 oz Meat/MA • ¾ cup fruit/vegetable or juice from 2 sources • 1 grain/bread • 8 ounces any fluid milk 	2 components selected from: <ul style="list-style-type: none"> • 1 ounce Meat/MA • ¾ cup fruit, vegetable or full-strength juice • 1 grain/bread • 8 ounces fluid milk

This site offers the following meals/snacks: _____

Serve one complete meal to each child.

- Serve option: each child is served all menu items planned for the meal;
- Offer option:
 - Breakfast: child must select 3 items from the 4 items offered for the meal;
 - Lunch: child must select 3 components of 4 required components in 5 items.

This site is uses the _____ option.

Follow meal service times.

- Record first and last meal time on the Daily Record Form.
- Notify sponsor if meal service times need to change.
- Meals/snacks cannot be served outside the set meal service times.

Meal service times for this site are:

Breakfast: _____ to _____ or NA _____

Lunch: _____ to _____ or NA _____

Supper: _____ to _____ or NA _____

Snack: _____ to _____ or NA _____

Plan one meal per child.

- Second complete meals are optional
- This site offers optional second meals _____ Yes _____ No
- All children at the site must receive a meal before second meals or adults are served.

Share Tables may be used to limit food waste.

This site uses a share table _____ Yes _____ No

- Food placed on share table must be unopened, unused and food only;
- Children only are allowed to take items from the share table, not adults.
- Unopened milk may be re-serviced in meals.

Meals must be consumed on site.

- Sponsors may allow a child to take one fruit, vegetable or grain item offsite to eat later.
- The fruit, vegetable or grain must come from the child's meal or share table.
- This site allows children to take one of the items listed above offsite _____ Yes _____ No

Field trips are approved in advance and daily meal counts must be taken on the field trip.

- The sponsor will request approval from KSDE prior to the field trip.
- Foods included in meals/snacks sent with child on field trips is documented on the production record.
- The Daily Meal Count form is sent with the staff taking children on the field trip.

This site follows specified procedures for inclement weather.

Extreme heat for outdoor sites:

- Meals may be claimed as heat waived meals for meals sent home with children at outdoor service sites that do not have access to a climate controlled area on days that the National Weather Service issues a Heat Advisory.
- Procedure this site uses for a Heat Advisory: (add narrative to describe policy)

Severe storms:

- Procedure this site uses for severe thunderstorms and/or tornado watches/warnings. (add narrative to describe policy)

Adults are not allowed to consume any part of a child's meal.

- At this site, adults bringing children to the site for a meal may purchase a meal.
_____ Yes. Price of adult meal is: \$_____ .
_____ No, adults are not allowed to purchase meals at this site.
- This site allows staff and/or volunteers involved in preparation, service and clean up of meals/snacks to receive a meal at no cost.
_____ Yes
_____ No and the cost to purchase a staff/volunteer meal is \$_____

Daily meal service and meal counts must be documented.

- Complete the production record:
 - Number of meals planned;
 - Number of meals serve;
 - Children
 - Seconds
 - Adults
 - Total
 - Amount of each menu item prepared;
 - Amount of each menu item leftover.
- Suggest production record form to be used be reviewed with staff/volunteers.
- Complete Daily Meal Count Form:
 - Time first meal served;
 - Time last meal served;
 - # meals received/prepared;
 - # meals carried over from prior meal service day;
 - # meals transferred from other site(s)
 - Total meals available
 - First meals
 - Disallowed meals to children
 - Meals to food service adults
 - Meals to other adults
 - Total meals served
 - Adult meals sold and meal charge
- Suggest Daily Meal Count Form to be used be reviewed with staff/volunteers.

Additional information to include in site training specific to this site.