

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

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.

**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.**