Site Rules and Site Management Training Talking Points

Follow the menu that meets the SFSP pattern.

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch/Supper</th>
<th>Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1 grain/bread</td>
<td>• 2 oz Meat/MA</td>
<td>2 components selected from:</td>
</tr>
<tr>
<td>• ½ cup fruit,</td>
<td>• ¾ cup fruit/vegetable or full-</td>
<td>• 1 ounce Meat/MA</td>
</tr>
<tr>
<td>vegetable or full</td>
<td>strength juice</td>
<td>• ¾ cup fruit,</td>
</tr>
<tr>
<td>strength juice</td>
<td>• 8 ounces fluid milk</td>
<td>vegetable or full-strength juice</td>
</tr>
<tr>
<td>• 8 ounces fluid milk</td>
<td>• 1 grain/bread</td>
<td>• 1 grain/bread</td>
</tr>
<tr>
<td>• (1 additional item if using OVS)</td>
<td>• 8 ounces any fluid milk</td>
<td>• 8 ounces fluid milk</td>
</tr>
</tbody>
</table>

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