

## ATC Center Food Protocol

- Prepare for Transition
- Clean up Misc. Classroom before transition
- Line up, head count be aware of who is in your class with allergy look at allergy guide for reference
- Wash all/ children's hands
- Seat children
- Serve children ALL FOOD (no exceptions)
- Food should come on stocked cart with the following
  - Gloves, ATC Center wipes, food on menu, serving supplies, Milk & water to be offered at every meal, Dumping bin and Option for second servings.
- Allergy plates will come prepared & wrapped look at allergy ticket
- No children should be walking around center with food
- No outside food should be brought in center
- No food should be served outside of scheduled meal hours
- Staff encouraged to eat lunch on their break time however if your showing kids how to eat while eating it's a great Montessori approach and is allowable
- Talk to the children about what they are eating/ encourage manners and pleasant table talk.
- Walk back and forth look for choking/ be aware of silent choking
- Do not start transition to nap until all food is cleaned and removed from lunchroom
- Put your food cart outside your door by Noon for kitchen pick up
- If a child comes after lunch hour and has not eaten, please remind family this is not allowable
- Children should get at least 30 minutes of mealtime after 30 minutes it is acceptable to discard food
- At nap enter the food or concerns in Bright wheel along with other misc. observations and content



