



## Early Education Center Binder Table of Contents

1. EEC Daily Meal Record *(filed daily)*
  - Menus *(filed weekly)* on top of Daily Meal Records for the week
    - Breakfast & Lunch
    - Substitutions noted on menu
2. EEC Snack Daily Transport Record *(filed daily)*
  - Menus *(filed weekly)* on top of EEC Snack Daily Transport Records for the week
    - Snack
    - Substitutions noted on menu
3. Food Temperature Logs *(filed daily)*
4. Thermometer Calibration Log *(filed bi-weekly, if calibrated at the EEC)*
5. Equipment Temperature Log *(filed monthly)*
6. Monthly EEC Kitchen Safety & Sanitation Checklist *(filed monthly)*
7. Special Diets
8. Training Documents
  - Training Guide
  - Verification of Training
9. Monitors
  - Weekly Compliance Checklist
  - Provision 2 Nonbase Year and Community Eligibility - SNP Site Monitoring Review
  - SNP After School Snack Review – Site Monitoring Review
10. Certificates
  - Cafeteria Health Permit
  - Certificate of Inspection
  - Cafeteria Health Inspection Reports
  - ServSafe Certificate

### Organization Tips

- Use a 4" Binder for each site (1 for main site and 1 for EEC site)
- Tabs are labeled according to the contents of the binder
- Keep all documents in order (most current on top) per each tab
- Order PUNCH PAPER 3-HOLD ADJUST (CMS #5543) to keep documents neat and secure in binder

## Record Keeping Guidelines

- Follow record retention for filing procedures
- Halfway through the school year (upon return from Winter Break), transfer original documents from your main site EEC binder to your file cabinet; folder #7

7	<p><b>EARLY EDUCATION CENTER (EEC)</b></p> <ul style="list-style-type: none"> <li>a. EEC Menu</li> <li>b. EEC Production Worksheet</li> <li>c. EEC Daily Meal Record</li> <li>d. EEC Snack Count Form</li> <li>e. HACCP Logs <ul style="list-style-type: none"> <li>• Refrigerator &amp; Freezer Log</li> <li>• Thermometer Calibration Log</li> <li>• Food Temperature Log</li> </ul> </li> <li>f. EEC Monthly Sanitation Checklist</li> <li>g. EC Annual Verification of Training</li> <li>h. EEC Monitoring Review Report (pages 1-3)</li> </ul> <p><b>All records pertaining to program must be retained in this folder. Documents are kept for 3 years + the current year.</b></p>
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- At the end of the school year, add the remaining documents to a storage box; labeled with:
  - School Year Dates (July 1<sup>st</sup> – June 30<sup>th</sup>)
  - Discard Date and Year
  - All original copies stored at main site
  - Keep for 3 years + the current school year
- Reuse main site and EEC site binders with tabs for the following school year