

Early Education Center (EEC)

EEC Staff

Training Guide

At the start of the new school year or a program, Food Services must provide annual EEC training to all staff involved with the meal service for EEC participants (Food Service Staff, EEC Attendants, EEC Staff).

Mandatory Postings & Record Keeping

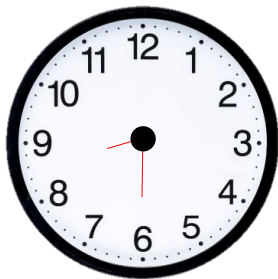
- The “And Justice For All” civil rights poster must be posted at the EEC main office in view of parents, teachers and staff
- Menus must be posted within the kitchen and in the EEC office for parents
- The EEC Site Binder must be kept at the EEC in the food service designated area/storeroom and used to store all completed verified copies of EEC documents
- EEC Site Binder is kept and maintained onsite for 1 year plus the current year

Milk Portions & Special Diets

- Milk portions are 6 ounces for children younger than 6 years old and 8 ounces for children 6 years old and older
- There must be enough milk set at each table for each child seated to receive a full portion
- Non-fat milk, 1% milk and lactose free milk may be served
- Lactose Free milk is offered to students who have lactose intolerance without requiring documentation.
- Students with special dietary needs must complete and return a “*Request for a Special Diet*” form; medical authority signature **is** required
- Parents/Guardians may request soy milk for their child by completing the *Parents/Guardian Request to Substitute Soy Milk for Fluid Milk* form; medical authority signature **is not** required

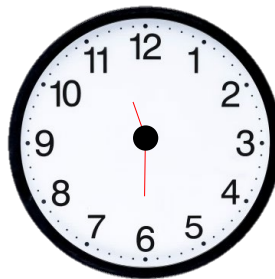
Meal Service Times

Meal service times have been approved by the California Department of Education (CDE) and are strictly enforced. Meals from all services (breakfast, lunch, and snack) must be consumed on campus.



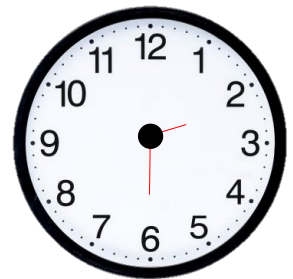
Breakfast

8:30 a.m. – 9:00 a.m.



Lunch

11:30 a.m. – 12:00 p.m.



Snack

2:30 p.m. – 3:00 p.m.

Breakfast & Lunch Meal Service Procedures

- EEC Staff (Attendant, Office Technician, or Administrator) communicates to Food Services the number of students in attendance by 10:00 a.m.
- EEC Attendant will distribute napkins and utensils before service
- All staff should follow food safety procedures regarding EEC meal service
- Wear single use gloves during meal service when handling food items
- Refrigerators, freezers and coolers **must not** be used to store outside food products
- Teachers and Aides must offer and encourage each child to take and try each meal item
- Food Service Staff serves the food and remains at EEC for the entire serving period
- Meal counts are taken at the point of service by Food Service Staff (each table after each child seated)
- Each child seated is offered a fully reimbursable meal
- Verify attendance

Snack Meal Service Procedures

- EEC Staff (Attendant, Office Technician, or Administrator) communicates to Food Service Manager the number of students in attendance for snack service
- Attendant will distribute napkins and utensils before service
- All staff should follow food safety procedures regarding EEC meal service
- Wear single use gloves during meal service when handling food items
- Refrigerators, freezers and coolers **must not** be used to store outside food products
- Distribute the after-school snacks and milk left by Food Service Staff
- Complete the remaining areas of the *SNP After School Snack Meal Record* (see below)
- Take temperature of milk using the thermometers provided by FSD, record it on the *SNP After School Snack Meal Record* and dispose of the milk
- Verify meal counts for accuracy and sign the *SNP After School Snack Meal Record*

Snack Meal Record (Step-by-Step)

1. Verify and initial all areas comply. Indicate the student attendance for the day.
2. Input amount of snack meals received. Take the temperature of the milk for quality control and initial, time, and record the temperature. Record amount served and leftovers for each item. All leftovers must be returned to the cafeteria.
3. Record number of snacks served per student, per table, per classroom. Total the number of students that received a meal.
4. Enter the amount of milk and juice inventory after service.
5. Sign to verify all information on form is accurate and return to Food Service Manager.

CAFÉ LA LAUSD UNIFIED		Early Education Center Snack Meal Record																			
Site Name: _____		Site Location Code: _____																			
Parent Site Name: _____		Parent Site Location Code: _____																			
Date: _____		Total Enrollment: _____ ECC License Capacity: _____																			
Attendant or Designee Must Verify and Initial: _____ "And Justice For All" poster and menu posted in prominent area _____ Receipt of meal initiated _____ Temperature taken _____ Meals counted at Point of Service		Attendance Today: _____																			
Snack Menu Item Description	Portion Size	Amount Prepared	Amount Received at Serving Site	Initial	Time	Milk Temp.	Children Served	Adults Served	Amount Left												
Juice:	4 oz.																				
Milk (under 6 years old)	6 oz.																				
Milk (6 years and older)	8 oz.																				
1% Milk for Quality Control	6 oz.																				
EEC Attendant or Designee: Count children by table and classroom. Provide total served.																					
Room	ROOM 1		ROOM 2		ROOM 3		ROOM 4		TOTAL												
Table	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	10
Children																					
Room	ROOM 5		ROOM 6		ROOM 7		ROOM 8		TOTAL												
Table	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	10
Children																					
Baby Food Needed		Baby Formula Needed		Baby Food Provided		Baby Formula Provided		Number of infants receiving only baby food, breast milk or baby formula		Total Children Served											
Inventory After Service																					
Milk					Juice																
All perishables must be served within one (1) hour of delivery for safety and quality of the food.																					
Food Service Manager or Designee Signature					EEC Attendant or Designee Signature																