|  |  |
| --- | --- |
| 1. A pre-meal activity routine is established. | ❒ N/O ❒ T ❒ F |
| 2. The meal area is bright, well ventilated, and clean. Tables are thoroughly washed, rinsed, and sanitized before and after they are used for meals or snacks. | ❒ N/O ❒ T ❒ F |
| 3. Child sized dining furniture is used. | ❒ N/O ❒ T ❒ F |
| 4. There are no live animals in the food preparation and eating areas. | ❒ N/O ❒ T ❒ F |
| 5. The refrigerator has an accurate working thermometer indicating a  temperature of 41 degrees F. or lower and a freezer thermometer with a temperature of zero or less. | ❒ N/O ❒ T ❒ F |
| 6. Gloves are worn when placing ready-to-eat items in bowls or on platters. | ❒ N/O ❒ T ❒ F |
| 7. Children set the table and assist with clean up. | ❒ N/O ❒ T ❒ F |
| 8. Food is placed on the tables in child size serving bowls and platters; served  family style. | ❒ N/O ❒ T ❒ F |
| 9. Milk is refrigerated as long as possible; not unrefrigerated for more than an hour. | ❒ N/O ❒ T ❒ F |
| 10. Children serve themselves. | ❒ N/O ❒ T ❒ F |
| 11. Adults sit with the children during mealtime at the table sharing the same menu. | ❒ N/O ❒ T ❒ F |
| 12. The iPad or paper attendance forms are passed from table to table. | ❒ N/O ❒ T ❒ F |
| 13. Adults encourage the children to eat food and to taste new foods,  but do not force them to eat. | ❒ N/O ❒ T ❒ F |
| 14. Foods are not withheld until other foods are finished. | ❒ N/O ❒ T ❒ F |
| 15. Seconds are available. | ❒ N/O ❒ T ❒ F |
| 16. Adults demonstrate good table manners. | ❒ N/O ❒ T ❒ F |
| 17. Adults initiate or prompt, but do not dominate, conversations  between children or between adults and children. | ❒ N/O ❒ T ❒ F |
| 18. Children and adults replace dropped or improperly handled  utensils/serving spoons. | ❒ N/O ❒ T ❒ F |
| 20. A relaxed and enjoyable atmosphere exists at mealtime. | ❒ N/O ❒ T ❒ F |
| 21. There are no pitchers of water on tables at breakfast or lunch | ❒ N/A ❒ T ❒ F |
| 22. Mealtime is a productive educational time, not an opportunity for adults to  take a break. | ❒ N/A ❒ T ❒ F |
| 23. The temperature of potentially hazardous foods is 41 degrees F or below;  or 135 degrees F or higher throughout before being served. |  N/A  T F |
| 24. Sufficient time has been allowed for each child to finish eating. |  N/O  T  F |
| 25. Children are regularly involved with food planning and preparation. |  N/O  T  F |
| 26. Unpacked bulk foods are stored in clean covered containers, dated,  and labeled as to the contents. |  N/A  T F |
| 27. There is a written agreement on file at the center if the parent has  agreed to provide formula, milk or food. (The center shall provide an  adequate amount of formula, milk, or food if the parent does not.)  Statement of Parent Provision of Food is completed and in child’s file. |  N/A  T F |
| 28. Food items furnished by parents are labeled with the date and the  first and last name of the child. |  N/A  T F |
| 29. Breakfast is offered to late arrivals. |  N/A  T F |
| 30. Children one year or older have their teeth brushed or gums wiped in  conjunction with meals or feedings. | ❒ N/O ❒ T ❒ F |
| 31. Sponges are not used in food preparation. | ❒ N/O ❒ T ❒ F |
| 32. Food, food service equipment and utensils are not stored with poisonous or toxic  materials and never come in contact with unprotected sewer lines or other  sources of contamination. Food, food service equipment and utensils are  stored at least 6” above the floor. Food is never stored in bathrooms. | ❒ N/O ❒ T ❒ F |
| 33. Food service equipment and appliances are cleaned at least weekly. | ❒ N/O ❒ T ❒ F |
| 34. Handwashing sinks are not used for food preparation. | ❒ N/O ❒ T ❒ F |
| 35. Home canned products are not served.  36. Opened packages of food are properly sealed and discarded by expiration date | ❒ N/O ❒ T ❒ F  ❒ N/O ❒ T ❒ F |
| 37. Insulated containers are provided for food transportation as needed. | ❒ N/O ❒ T ❒ F |
| 38. Food already served and handled by the consumer is not served again unless it is in a single serve wrapper. | ❒ N/O ❒ T ❒ F |
| 39. Who is responsible for updating and checking menus? Sending to Logan’s?  Also, who sends in paper attendance? |  |

**Site Representative Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_**

**Classroom:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**