



# Summer Fun Café

## 2012

# Site Guide

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**San Diego Unified School District Food Services Department  
Summer Fun Café  
Contents**

<b>Subject</b>	<b>Page/s</b>
Introduction	3
What You Can Expect from San Diego Unified School District Food Services	4
Monitoring for Compliance – SDUSD Site Visits	5
Site Responsibilities	5, 6
First Day	7
Special Events	7
Field Trips	8
Meal Pattern Requirements	8
Menus	9, 10
Deliveries	10
Food Safety	11
Sharing Table & Second Servings	11
Equipment	12
Reports and Records	12, 13
Official Visitors – Health Department	14
Marketing Your Program	14
Questions & Answers	15, 16
Communicate? – Who do you call?	16
Prep Kitchen Contacts	17, 18
Tracking Report Example	19
Milk Cooler/Refrigerator Temperature Record	20
BBQ Set-up	21

Welcome to the Seamless Summer Feeding Option (SSFO), a United States Department of Agriculture (USDA) funded program. The San Diego Unified School District Food Services Department in collaboration with The San Diego Parks and Recreation, military youth programs, and nonprofit organizations offers the Summer Fun Café.

The 2012 Summer Fun Café Program kickoff is June 20, 2012, at Skyline Hills Recreation Center, 8285 Skyline Dr., San Diego 92114. The kickoff resource fair will provide a BBQ lunch, without charge to all children 18 and under, as well as adults accompanied by children. Adult meals are being provided by Walmart. Food will be distributed, immunizations provided, a nutritional decathlon and much more will be available for all children.

### **Community Sites**

Session 1 will begin Tuesday, June 19, 2012 and continue until August 24, 2012.

Session 2 will begin Monday, July 23, 2012 and continue until August 24, 2012.

**ALL sites will be closed on July 4<sup>th</sup>.**

Feeding sites will be open for all children ages 18 and under. All meals are free of charge regardless of school meal eligibility during the school year. No registration is required for those attending.

For too many children, the end of the school year also means an end to the regularly scheduled, healthy meals available to them while at school. Many families are struggling to put food on the table and this program is designed to help feed children dealing with difficult financial situations. However, ALL children (18 and under), regardless of family income, are eligible to obtain meals through the Seamless Summer Feeding Option.

Research indicates a link between nutritious diets and children's mental alertness and cognitive development. Research also suggests that hunger during the summer is increasing, thus interfering with students' development. Children who eat nutritious meals and participate in safe active activities during the summer are more creative and productive at school and at home. Together we can reduce learning loss during the summer.

Children may go on summer break, but hunger does not. The Seamless Summer Feeding Option bridges the summer hunger gap and lets our children know that the community cares about their well-being all year long.



## What You Can Expect From SDUSD Food Services Department

As the sponsor for the Seamless Summer Feeding Option, San Diego Unified School District Food Services Department will:

- Handle all the bills and the paperwork involved in running the USDA Seamless Summer program.
- Provide meals according to the USDA guidelines for each meal type that will be served at your site. Menus will be handed out prior to the beginning of your program to post.
- Deliver meals to your site.
- Instruct you on what to do with any leftover meals. Together we need manage the number of meals made and served to ensure food is not wasted.
- Provide you a supply of forms for recording the meals served daily. Instructions explain when and how you will submit the completed forms. This record is essential because SDUSD is paid only for the first meal served to children of which you have recorded.
- Assign a monitor to visit your site, to review operations, and answer any questions you may have. The monitor will fill out and discuss review forms with you and may provide onsite follow-up training and guidance.
- Provide you with an approved nondiscrimination poster for prominent display where food is handed to the child at the site, and explain that your site must be open to all attending children, regardless of race, color, national origin, sex, age, or disability.
- Inform all elementary children attending SDUSD schools about your program's operating location, meal times, and special events.
- Provide flyers and posters for you to use to publicize your programs.
- Provide banners; one banner is to be hung at your site through the entire program announcing it as a seamless summer feeding option open to all children. A BBQ event banner is to be hung one week prior to your special BBQ event.
- Provide equipment to ensure proper storage and safe handling of food as needed.
- Provide training prior to the beginning of summer operations.



## Site Visits – Monitoring for Compliance

SDUSD is required to make periodic, unannounced visits to your site. Some of the questions that will be addressed are:

- Are the children eating the entire meal at the site?
- Is food served in a safe and sanitary manner?
- Is there a non-discrimination poster displayed in a prominent place visible to the public in the serving area?
- Are all components of the meal being served to the children?
- Are meals at your site served only during the assigned times?
- If some children left on a field trip, was the site still open for children to attend and receive lunch?
- Is the food stored at the appropriate temperature?
- Do the children know where the serving will take place when the weather is bad?
- Are you filling out your records completely every day?
- When meals are delivered, are you counting the meals and making sure the correct date and time are noted before you sign the delivery receipt? Aka Tracking Report.
- What are you doing with the leftover meals?
- Do you change the number of meals you order depending on the number of children who come to the site?

## What You Must Do as an Approved Site

- Attend the training session provided by SDUSD before your site begins its summer food-service operation. Someone who has received program training must be present at each site when meals are being served.
- Order from your assigned prep kitchen only the number of meals (breakfast, lunch, or snack) that you need. Change this number as often as needed to ensure the least amount of waste.
- Field Trip meals must be ordered at least one week in advance. Notify your prep kitchen of the number of meals for field trips and the number of regular menu items for the site.
- Check your delivery times for the dairy (milk & juice) and Food Services to ensure you will have staff available to accept delivery of food and to plug in the thermal container.
- Count the number of meals delivered, and check them thoroughly each day. If you have any errors, check with the prep kitchen to clarify the order and correct problems.
- Take temperatures of food items and record prior to serving the meal to ensure food safety.
- Complete the Tracking Report daily. Return the Tracking Report daily in the envelope on the thermal container.

- Check the milk cooler daily to ensure it maintains temperature. Record temperature of the milk prior to serving. If you have any problems, call your assigned prep kitchen immediately.
- Keep a copy of the delivery receipts from the dairy, sign and send to the prep kitchen daily in the plastic envelope, on the hot box.
- Count meals at the point of service using the Daily Meal Count Worksheet. At BBQ events, record both children 18 and under as well as adults in the appropriate boxes on the Daily Meal Count Worksheet ---- Special Event.
- Record daily meals delivered, meals served and meals leftover on the Daily Meal Count Record. On BBQ days, also include meals served to adults.
- Submit Meal Count Records on Friday afternoon or the following Monday, by fax: 858.565.6378 or scan and e-mail, to [summerfuncafe@sandi.net](mailto:summerfuncafe@sandi.net).
- Serve one complete meal to each child. If a child chooses to not eat an item and it has **not** been opened, it may be placed on the sharing table. These items may be eaten by other children at the site. Leftover food (second meal) may be eaten by a child if all other children have eaten and it's in the last ten minutes of serving time. See Sharing Table Instructions on page 12.
- After the above any other leftover hot food not eaten must be thrown out, do not allow this food to be kept or given to families to take home as food not maintained in temperature is dangerous. Also, hot items should not be left in the insulated containers overnight and through the weekend, it will make the container smelly.
- Other leftover food fruit, snacks, etc. must be returned to the prep kitchen.
- Ensure the food is at the appropriate temperature when serving the meals. Take temperatures of hot items and milk and record on the Tracking Report.
- Be sure that children eat the meal at the site.
- Do not allow parents to eat any portion of the child(ren)'s meal.
- Serve meals to children 18 years of age or younger.
- Never serve spoiled food, food in the danger zone or incomplete meals to children. If you have any of these issues contact your prep kitchen immediately to resolve the problem.
- Serve the approved meals at your site only during the meal times that have been predetermined and posted:
  - You must allow at least two hours between the beginning of one approved meal service and the beginning of another (breakfast, lunch, or snacks).
  - Only serve lunch for one hour and snacks for ½ hour.
- Serve meals to all attending children regardless of race, color, national origin, sex, age, or disability.
- Display in a prominent place a nondiscrimination poster provided by SDUSD.
- Comply with any guidance provided by the monitors.

## The First Day

- The first day is very important; as it is when you introduce the children to the summer meal service. Before mealtime on the first day of your program, take time to talk with children about the following:
  - **Who may eat at the site:** Children who are 18 years of age or younger. Adults may not eat their child's food. Only available for adults at BBQ days.
  - **When the meals will be served;**
  - **Where the meals will be served when the weather is bad;**
  - **What type of meal will be served:** Hot meals, field trips, BBQ; and
  - **Why meals must be eaten at the site:** This is to ensure the safety of the food and that the food is consumed by the child, in order to make the meal reimbursable.

**Remember to introduce new children arriving after the first day to the summer meal service procedures.**

## Special Events

Many sites will hold a community BBQ event during the summer. Food Services will bring the equipment, food and staff to prepare and serve the BBQ meal. The BBQ team will arrive approximately 2 hours prior to the serving time to set-up the event. The event provides children 18 years or younger and adults accompanied by a child lunch without cost. Walmart has provided financial support for the adult meals.

Along with the BBQ a Resource Fair is held. The Resource Fair provides the participants with information and services available to them. Food distribution is provided by either the San Diego Food Bank or Feeding America of San Diego. Power Up Your Summer activities are provided at some sites by Girl Scouts.

Host site responsibilities includes: opening the site early for SDUSD to set-up; providing activities for the children/families; setting out tables and canopies for the community groups and making arrangements with Food Services for specific details (anticipated numbers, specific locations for set-ups, etc). The site is also responsible for counting the number of children and adults who are served a complete meal.



## Field Trips

- If you plan a field trip – notify the prep kitchen at least 1 week prior to the field trip or provide a field trip schedule for the summer. Adjust meal count for regular meals and for field trips.
- The site must remain open during the regular scheduled lunch time for children to drop in for lunch while one group is on a field trip.
- Field trip lunch is shelf stable and will be sent to your site the day before your field trip. Remember to return any unused field trip lunch boxes.

## Meal Pattern Requirements

The meal pattern requirements assure well-balanced, nutritious meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs. You must make sure that meals served at your site meet the meal pattern requirement listed below. This means that the entire meal must be served to the child, but they can decline to eat an item and this can be eaten by another child.

<b>For a Meal to be Reimbursable, it Must Contain:</b>		
<b>Breakfast</b>	<b>Lunch</b>	<b>Snack</b>
<ul style="list-style-type: none"> <li>- 1 serving of milk</li> <li>- 1 serving of a fruit <b>or</b> juice; and</li> <li>- 1 serving of grain <b>or</b> bread;</li> <li>- A meat <b>or</b> meat alternative</li> </ul>	<ul style="list-style-type: none"> <li>- 1 serving of milk;</li> <li>- 2 or more servings of vegetables <b>and/or</b> fruits;</li> <li>- 2 servings of grain <b>or</b> bread; and</li> <li>- 2 servings of meat <b>or</b> meat alternative</li> </ul>	<ul style="list-style-type: none"> <li>- Must contain 2 food items from different components. However, juice cannot be served when milk is served as the only other component.</li> </ul>

## BBQ Event Meal Reimbursement

- Children (age 18 and younger) must have 3 of the 5 components offered, to be reimbursed.
  - Meat Component: Hamburger patty, hot dog, or black bean burger.
  - Bread Component: The bun of the meat component.

Note: If a child has a hamburger, hot dog or black bean burger with a bun they already have 2 of the 3 components and will require 1 of the following components.

- Fruit/Vegetable Component: At least a ½ cup of baked beans or a ½ cup of any combination of anything on the salad bar.
- Milk Component: 1 carton of milk.
- Adult meals – Anything they have on the tray will count as a meal.

## Menus

All menus are planned according to the USDA guidelines and the meal patterns as listed on page 8.

- **Regular Summer Fun Café Community Lunch Menu**

- 1- week cycle;
- Every day is hot entree
- Menu below:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<i>Item Name</i>				
Bean and Cheese Burrito	Cheeseburger	Mozzarella Breadsticks	Lunch Pizza Bagel	Southwestern Hot Pocket
Apple	Orange	Marinara Sauce	Pear	Grape Tomatoes
Salsa	Baby Carrots Ranch Dressing	Nectarine	Baby Carrots Ranch Dressing	Strawberry Cup
Tortilla Chips				Goldfish Grahams
1% White Milk or NF Chocolate Milk				

- **Field Trip Lunch Menu**

- These lunches are shelf-stable, so they do not require any refrigeration.
- Shelf-stable milk is included in the box.
- Sun Butter Meal Break.

- **Snack Menu**

- 1 week cycle. Juice comes from the dairy and is delivered along with milk directly to your site.

### 2012 Summer Fun Café Snack Menu

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<i>Item Name</i>	<i>Item Name</i>	<i>Item Name</i>	<i>Item Name</i>	<i>Item Name</i>
Berry Juice	Fresh Pear	Fresh Apple	Apple Juice	Fresh Orange
Colby Jack Cheese Stick	Vanilla Sports Grahams	Cheese on Cheese Crackers	Goldfish Grahams	Jungle Crackers

- **BBQ Menu**

- BBQ events are held at several sites throughout the summer.
- SDUSD provides the food set-up, preparation and services.
- Sites provide activities for children, tables, chairs and canopies for resource fair. Girl Scouts will also provide activities at most sites around the Power Up Your Summer theme.
- Sites are responsible for counting all meals served, children and adults. This count is incorporated into the Weekly Meal Count Record. See diagram on page 20 for set-up of BBQ.
- Harvest of the Month (HOTM) will be added to the salad bar this summer. Harvest of the Month is fresh fruit or vegetables grown locally.

## 2011 Summer BBQ Lunch Menu

	<i>Item Name</i>
<b>Milk</b>	1% White Milk or NF Chocolate Milk
<b>Entrée #1</b>	
	BBQ Burger
<b>Entrée #2</b>	
	Beef Hot Dog
<b>Entrée #3</b>	
	Spicy Black Bean Burger
<b>Side</b>	
	BBQ Beans
<b>Salad Bar / Cold Sides</b>	
	Iceberg Lettuce, Shredded
	Tomato, Sliced
	Pickle Chips
	Onions, Diced
	Mayonnaise
	Relish
	BBQ Sauce
	Catsup
	Mustard
	Watermelon
	Harvest of the Month



## Deliveries

- Every site receives deliveries from the Dairy (Hollandia) for milk and juice daily.
- Also SDUSD Prep Kitchen delivers the meal and snacks daily.
- Check the delivery schedules to ensure personnel is available for accepting the delivery.
- Immediately upon delivery the milk and juice must be put in the milk cooler. The thermal container holding the hot entrée must be plugged in to maintain temperature.

## Food Safety

Keep these food safety rules in mind.



- Bacteria can grow rapidly between 41°F and 135°F, which includes room temperature. This is known as the danger zone.
- Avoid holding foods in this temperature danger zone. Do not hold food in the temperature danger zone for longer than two hours. Discard the food after two hours.
- When food is delivered, open the door of the insulated cabinets only to verify counts, and then close tightly until it is time to serve. This will assist in maintaining the temperature. Also plug in the unit when it arrives at your site.
- Ensure the milk and juice is stored in the milk cooler provided as soon as it is delivered. Check and record cooler temperatures from the inside thermometer to ensure appropriate temperatures are maintained.
- Remember that you cannot determine food safety by sight, taste, odor, or smell. If there is any doubt, throw the food away.
- Wash hands properly, for at least 20 seconds with soap and hot water, before handing out lunches and snacks.
- Gloves will not be needed as all food is individually wrapped.
- Empty garbage cans daily.
- Use appropriate utensils to pick up and handle food. Hot pads are provided to handle the hot pans from the thermal container.
- Ensure the safety of the children by always having a barrier between the hot pan and the children.
- Never touch ready-to-eat foods with your bare hands.
- Put all unused food in appropriate containers, secure and make ready for pick-up the following day.

## Sharing Table Rules

- Sharing tables are tables where children can place unconsumed food and beverage items (pre-packaged food and beverages, unopened wrapped food and beverages, or food items with a peel) that they choose not to eat/drink.
- These tables provide an opportunity for other children to take additional helpings of food or beverages at no cost to them.
- These tables must be under the supervision of the trained site leader.
- Leftover food (second meal) may be eaten by a child if all other children have eaten and it's in the last ten minutes of serving time.
- The food must still be eaten at the site.

## Equipment

- Each site will receive a milk cooler to store milk and juice delivered by the dairy regularly, based on amounts needed. The amounts may be adjusted by contacting your Prep Kitchen.
- Each day Food Services will deliver lunches in a thermal container on wheels. All entrees are hot and so the container needs to be plug in upon arrival. Hot pads will be provided to pull the stainless pans from the thermal container. (Keep these in a safe place at your site for the entire summer). Always keep the door closed (unless you are serving) to ensure appropriate temperature. You may receive one or two thermal containers a day based on the size of your attendance.
- Along with the hot entree the meal accompaniment will be in brown bags inside gray totes. Snacks will be in the gray totes as well.
- All containers delivered by Food Services will be picked up on the following day. To ensure nothing happens to this equipment, store in a locked safe location.

## Records

- **Milk/Juice Delivery Invoices.** Milk/Juice delivery invoices must be returned daily to your prep kitchen in the plastic folder attached to the insulated container through the SDUSD Food Services driver. Milk invoices must be signed.
- **Tracking Report.** Use this form **daily** to record food temperatures and to count leftover food. Example on page 19. “Received” and “Temp” required to be completed. Received number should equal the number sent. Take the temperature prior to serving and ensure it is within the safe zone. If it is not, call your prep kitchen immediately. “Returned” required to be completed. Identify the number left over at the end of service. Include the number served as second meals. “Signature” required to be completed. “Milk and Juice” required to be completed. End of day record the number of chocolate and white milk as well as juice on hand. This form must be returned with the thermal container each day.
- **Milk Cooler/Refrigerator Temperature Record.** Use this form **twice daily** to record the temperature in the milk cooler and/or refrigerator. Example on page 21. Check and record milk cooler temperature when you arrive to your site and just before you leave. Check and record the refrigerator temperature if you are using your refrigerator instead of SDUSD milk cooler. Keep these posted on the equipment. Site monitors and Health Department will review at site visits.



- **Daily Meal Count Worksheet.** Use this Daily Meal Count Worksheet to record the number of children served daily. Record the date. Then circle the meal being served, and then cross off a number as each child receives their entire meal. It is best to record at the end of the service line.

Cross off a number as a child receives a **COMPLETE** meal. Circle meal served - breakfast, lunch or snack

<b>Monday Date:</b> June 27, 2011												Breakfast					Lunch					Snack				
<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>		
<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>	<del>32</del>	<del>33</del>	<del>34</del>	<del>35</del>	<del>36</del>	<del>37</del>	<del>38</del>	<del>39</del>	<del>40</del>	<del>41</del>	<del>42</del>	<del>43</del>	<del>44</del>	<del>45</del>	<del>46</del>	<del>47</del>	<del>48</del>	<del>49</del>	<del>50</del>		
<del>51</del>	<del>52</del>	<del>53</del>	<del>54</del>	<del>55</del>	<del>56</del>	<del>57</del>	<del>58</del>	<del>59</del>	<del>60</del>	<del>61</del>	<del>62</del>	<del>63</del>	64	65	66	67	68	69	70	71	72	73	74	75		
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100		
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125		

- **Daily Meal Count – Special Event.** Use the Daily Meal Count – Special Event form to record the number of children and adults served at the BBQ event. The count must be taken at the milk cooler or condiment table so you can see that the child has a complete meal. See BBQ set-up diagram on page 20. Sign the Daily Meal Count – Special Event form at the end of the BBQ event. Adults will receive their meal without cost at BBQ events only. This is paid for with a grant from Walmart.
- **Weekly Meal Count Record.** Use this Weekly Meal Count Record daily to transfer the number of meals received. This number should match your delivery sheet. After the meals have been served, transfer the number of meals served into the appropriate day and meals served to children. Did one staff person eat? Enter on meal served to adult. Then do the math. What is the number left? On BBQ days (Tuesday on example below) enter lunches delivered, number of complete meals served to children and number of meals served to adults.

	Monday	Tuesday	Wednesday	Thursday	Friday
Lunches delivered	70	325			
Complete Lunches served to children	66	256			
Lunches served to adults	1	62			
Lunches left over	3	7			

- **Signatures and Submitting the Forms.** On Friday, verify all the numbers are correct and that each form has a signature of the site leader and is dated. Fax or scan and email the Weekly Meal Count Record, Daily Meal Count Worksheet, and if you had an event, the Daily Meal Count – Special Event Form to: Summer Fun Café – Fax: 858.565.6378; E-mail: [summerfuncafe@sandi.net](mailto:summerfuncafe@sandi.net). **This must be completed by Monday of the following week.**

<b><i>I certify that the above meal count information is true and correct.</i></b>																								
<b>Site Personnel:</b>																								
(Print Name, Required)																								
(Signature Required)																								
(Date Required)																								

## Official Visitors

From time to time, your site may have official visitors who will want to talk with you about the food service. In most situations, these visits are unannounced.

Monitors from SDUSD will review compliance with the program details. Also, representatives from the local Health Department will evaluate for proper food storage, food distribution, and general health and safety of the site. If the Health Department identifies issues with food or food storage, forward the Health Department Inspection Report to SDUSD Food Services Department.

If you receive a violation notice from a monitor or health department representative, take immediate steps to correct the violation.

## Marketing Your Program

- SDUSD provides each site with a banner to announce your site as a seamless summer feeding option. Ensure this is posted at all times during the program and visible to the public.
- SDUSD provides each site holding a BBQ event with a banner to post 1 week prior to the event.
- Refer to website: [www.211sandiego.org/SummerLunch](http://www.211sandiego.org/SummerLunch) for a detailed map of all summer feeding sites in San Diego County.
- Flyers are provided to hand out at your site and at local sites.
- The more marketing you do to high volume locations, the more children will come and take advantage of this much needed program. Please reach out to local churches, markets, libraries, etc., to get the word out.

### Power Up Your Summer!

#### 2012 Summer Theme

- Children can work toward earning the Power Up Your Summer Patch by completing nutrition decathlon, physical activities, eating healthy, and attending Summer Fun Café. etc.





## Questions and Answers

### 1. **What should I do if my sites meals are not delivered? Or, a component is not included?**

Call your prep kitchen immediately and explain that you did not receive your meals. The prep kitchen can provide you an update (with the situation). If you are unable to reach them, you can call the SDUSD Summer Fun Café Coordinator.

### 2. **What should I do if meals are delivered late?**

First, discuss the problem with the driver and make a note of the problem on the delivery receipt. If the problem continues, call your prep kitchen.

### 3. **What should I do if the food is spoiled, not at temperature, or not useable?**

If you realize that any meals are spoiled, not at temperature or unusable before you sign for them, refuse to accept them. If you do not realize there is a problem until you are serving the food, immediately stop the meal service and call your prep kitchen immediately to explain the situation. The prep kitchen can provide solutions. If you are unable to reach them, you can call the SDUSD Summer Fun Café Coordinator.

### 4. **May I serve meals to adults who are working with the food program?**

One staff person (person handing out the meal) may receive a meal without charge, after all children have received their meals.

### 5. **May I serve meals to adults in the community?**

No. The one exception would be at the BBQ events this summer as we are offering meals without charge to adults accompanied by children. **These meals are paid for this summer from a grant we received from Walmart.** At no time may you charge anyone for a meal.



## 6. May I serve seconds?

Only one meal per child is reimbursable through the seamless summer feeding option. Seconds are available through the Sharing Table or with left over meals. These meals may not be counted on your Daily Meal Counts. Refer to page 12 – Sharing table for more details.

## 7. What can I do when a child does not want to eat every item of their meal?

You can designate a sharing table or station where children may return whole, unopened items that they choose not to eat and take items other children have shared. These items must still be eaten at the site. This food must be stored/disposed of in the same manner as other leftovers.

## 8. What should I do if the children do not want to eat at the site?

Explain that food needs to be eaten by children, and if they take the meal from the site it might be eaten by adults. When food is removed from the site, keeping food at the appropriate temperature exempts control for us to ensure food safety.

## Communicate? – Who do you call?

It is essential to stay in contact with your prep kitchen. The prep kitchen will work with you regarding meal counts, field trip meals, dairy count changes, BBQ – Special Event set-up, delivery and implementation. Your program is assigned to one prep kitchen all summer long; however, the managers will change for the second half of the summer. If you have any problems reaching the Prep Kitchen or need other issues resolved regarding the Summer Fun Café, you may contact the Seamless Summer Feeding Program Specialist.

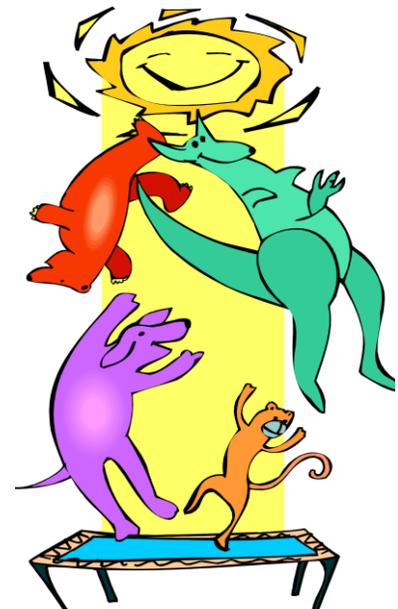
Communications with prep kitchen will include:

- Meal count changes
- Too much milk and/or juice
- Too little milk and/or juice
- Field Trips
- Others



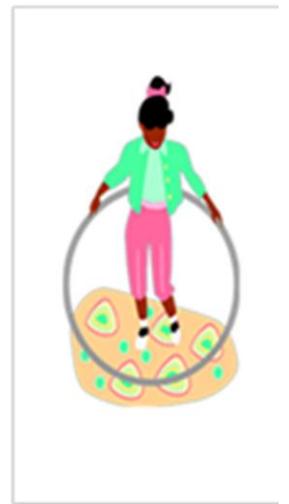
## Prep Kitchen Contacts:

<b>MISSION BAY PREP KITCHEN</b>		<b>2475 Grand Ave</b>
E-mail:	<a href="mailto:mbaycafe@sandi.net">mbaycafe@sandi.net</a>	
Phone:	<b>858.483.7624</b>	
<b>Hiroimi Churning</b>	<b>Managers</b>	<b>Veronica Lazo</b>
<b>Jody Marciniak</b>		<b>Nadine DeBrodie</b>
<b>1st HALF</b>		<b>2nd HALF</b>
<b>6/19-7/20</b>		<b>7/23-8/24</b>
Admiral Hartman CYP		Admiral Hartman CYP
Cabrillo CYP		Cabrillo CYP
Chesterton CYP		Chesterton CYP
Gateway CYP		Gateway CYP
MiraMar Youth & Teen Center		MiraMar Youth & Teen Center
Allied Gardens		Allied Gardens
Balboa Park/Morley Field		Balboa Park/Morley Field
Kearny Mesa		Kearny Mesa
Linda Vista		Linda Vista
Mira Mesa		Mira Mesa
Ocean Beach		Ocean Beach
Pacific Beach		Pacific Beach
Santa Clara		Santa Clara
Serra Mesa		Serra Mesa
South Clairemont		South Clairemont
Tierrasanta		Tierrasanta
		Murphy Canyon CYP
		Murphy Canyon Kid Connection
		North Clairemont
		Girl Scouts of San Diego



## Prep Kitchen Contacts:

<b>MORSE PREP KITCHEN</b>		<b>6905 Skyline Dr</b>
E-mail:	<a href="mailto:morscafe@sandi.net">morscafe@sandi.net</a>	
Phone:	<b>619.262.1743</b>	
<b>Jan Wendt</b>	<b>Managers</b>	<b>Jan Wendt</b>
<b>Bernadette Kacijancic</b>		<b>Gulfer Sado</b>
<b>1st HALF</b>		<b>2nd HALF</b>
<b>6/19-7/20</b>		<b>7/23-8/24</b>
Bay View CYP		Bay View CYP
BAME CDC		BAME CDC
Greater Works Empowerment Center		Greater Works Empowerment Center
Jackie Robinson YMCA		Jackie Robinson YMCA
Sherman Heights Community Center		Sherman Heights Community Center
Adams		Adams
Azalea		Azalea
Chollas Lake		Chollas Lake
Colina Del Sol		Colina Del Sol
Encanto		Encanto
M.L.King Jr		M.L.King Jr
Skyline Hills		Skyline Hills
Stockton		Stockton
		City Heights
		Mountain View
		North Park
		Paradise Hills
		Penn Athletic Field
		Southcrest
		Willie Henderson



# Tracking Report Example

Date: 05/10/12 Tracking Report Page: 1

Production Date: 06/11/2012 School :  
 Meal: SUM LUNCH Cycle: 8 Menu Name: SUMMER

*Kitchen completes* *Site completes*

Food / Serving	Planned	Prep.	Unused	Served	Sent	Temp	Received	Temp	Return	Temp
50071 BURRITO, BN & CHZ, W 163.01gm - 1 burrito	100	96		94	96	160°	96	158°		
9003 APPLES, RAW, W/SKIN 125.00gm - 1 138 count	100	96		94	96	RT	96	RT	2	
6178 SALSA, COMMODITY 57.80gm - #16	100	96		94	96	40°	96	44°	2	
1381 CHIPS, TORTILLA, 1.5 42.52gm - 1 each	100	96		94	96	RT	96	RT	2	
REC0693 MILK, WHITE, 1% AND 247.00gm - 1 carton (8 fl. oz.)	100						140	38°		

*Six also complete*

Meals: 100

Receiving <sup>Site</sup> School Signature



## End of Day - ON Hand

Chocolate Milk: 36 White Milk: 8 Juice: 4 PreK: \_\_\_\_\_ CDC: \_\_\_\_\_

### Elementary Tray Count:

- A. Count all beginning trays A. \_\_\_\_\_
- B. Count all trays left after service B. \_\_\_\_\_
- C. Tray count #1 (Subtract B from A) C. \_\_\_\_\_
- D. Enter the total of all dropped trays and \*non POS trays D. \_\_\_\_\_
- E. Tray count #2: (Subtract D from C) E. \_\_\_\_\_
- F. Enter the total of all picnic or sack lunches F. \_\_\_\_\_
- G. Grand Total (Add F to E) G. \_\_\_\_\_

\*A non POS tray is a tray used for meal service that was not entered into the POS system. Examples are child care meals, Pre K meals and adult meals served on student lunch trays.

ENTER LINE G INTO THE B-TRAY OR L-TRAY BOX ON OFF LINE SALES.

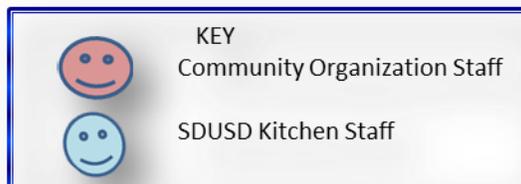
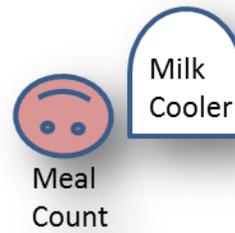
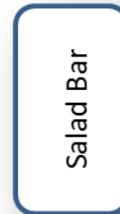
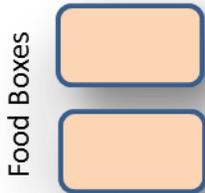
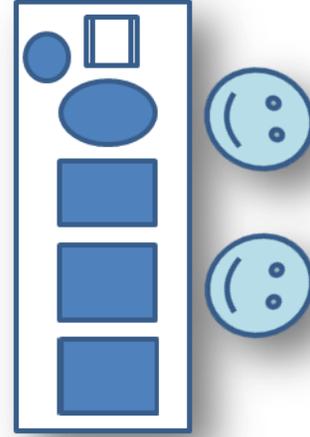
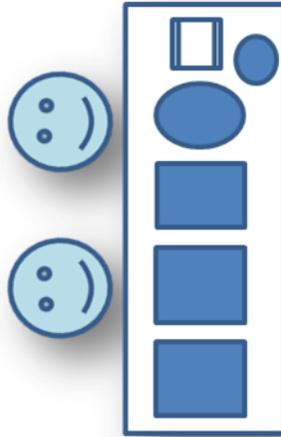
### Secondary Tray Count:

- A. Count all marked paper boats prior to meal service A. \_\_\_\_\_
- B. Count all marked paper boats after meal service B. \_\_\_\_\_
- C. Boat count #1: (Subtract B from A) C. \_\_\_\_\_
- D. Enter the total of all reimb BBQ burgers, express meals, and picnics served D. \_\_\_\_\_
- E. Grand Total (Add D TO C) E. \_\_\_\_\_

ENTER LINE E INTO THE B-TRAY OR L-TRAY BOX ON OFF LINE SALES.



San Diego Unified School District  
 Food Services  
**BBQ Set-up**  
 Summer Fun Café 2012



Canopies will cover the greeter, serving tables, salad bars, condiment table and milk.