

# Meeting Minutes

6/3/05

**Attendance:** Nicole, Angie, Sarah, Jessie, Jayme, Becky, Trish, Deb S, Lisa K, Debbie K, Kristin, Mary, Ryan, Colin, Jen, Jim, Angelica, Darla, Meg, Amy B, Emily, Amy H and Melanie

**Not In Attendance:** Crystal, Rosey, Lisa J, Amy Z, Stacey, Chris, Joy, Griselda, Denise, Jenni and Kelli.

**Meeting Held By:** Cindy

## Issues Covered:

### ⊗ Food sheet information

Cindy read over the directions for the food program sheets. She reviewed example sheets to all staff including new staff. She also read over the CACFP report. This included record keeping, point of service documentation, milk and food serving sizes, hand washing procedures, menus, sanitation and food borne illness. All that were present signed an in-service form for credit.

### ⊗ Reminder of playground zones

Melanie reviewed the team responsibilities of staying in their zones when on the playground. It was emphasized that the time spent on the playground is not a social event. She explained the responsibility of taking care of all children on the playground and not just those from your classroom. Melanie explained that it is their responsibility to help children if they see them outside their zone. If you observe that a child is in trouble outside your zone or doing something against the rules, you are responsible to quickly care for the situation and get that other team member in the zone involved so you can return to your zone.

She addressed the question of "teachers sitting on the playground". The IN State rule says that there is to be no more than 20 children together in an area. We have been given permission to have more than the allowed on the playground. Reason: We agreed to have the teachers stand outside. This will help you as a caregiver stay on top of your responsibility to supervise the children at all times. Safety is one of your main responsibilities in order to respect the children.

### ⊗ Mobile First Aid Kits

Melanie addressed the IN State request of having a mobile first aid kit handy for the teachers. Told the teachers that we have one completely equipped in the office in the cabinet that the time clock sits on. She also told the staff that they would be getting a little mobile kit that they need to keep stocked with band-aids. It should be stored in your classroom clipboard.

- ⊗ Reminder of plastic cups  
Please keep an eye on your children at meal times. Some teachers have seen their children accidentally put the plastic cups in the trash. These items are expensive for the school to purchase. Please keep a close eye on what they are actually putting in the trash.
  
- ⊗ Reminder of being courteous to other team members.  
Please be courteous to the staff around you. The present week 5/31/05-6/3/05 is the last week, for some, to be in their classrooms. The staff is requested to go through everything including drawers, closets, toys, cabinets, etc... and make sure everything is cleaned up and tidy for the next teachers coming in. Also, the team was given a reminder that the cots do not move with the teacher. They stay with the classroom.

Kristin, Kelli and Jenni have been working on cleaning the cots up from all classes today. THANK YOU FOR VOLUNTEERING!!

**SEE ATTACHMENTS**

## DIRECTIONS FOR FOOD PROGRAM SHEETS

### WEEKLY ATTENDANCE SHEETS

1. WRITE A "P" IN THE DAILY SPACE IF THE CHILD IS HERE THAT DAY. LEAVE IT BLANK IF THE CHILD IS NOT HERE.
2. TOTAL THE NUMBER OF CHILDREN IN ATTENDANCE FOR THAT DAY AT THE BOTTOM OF THE DAILY COLUMN.

### MONTHLY ATTENDANCE SHEETS

1. KEEP AN ONGOING RECORD OF THE CHILD'S DAYS IN ATTENDANCE. START WITH THE FIRST DAY THE CHILD ATTENDS AND COUNT THAT DAY AS NUMBER ONE AND WRITE A 1 ON THE APPROPRIATE DAY OF THE MONTH. THE SECOND DAY THE CHILD ATTENDS, WRITE A NUMBER 2, AND SO ON. BY THE END OF THE MONTH, YOU SHOULD HAVE AN ACCURATE COUNT OF THE NUMBER OF DAYS THE CHILD ATTENDED AND WHICH CALENDAR DAYS THEY WERE HERE.
2. IF ADDITIONAL CHILDREN ARE ADDED TO YOUR ROSTER DURING THE MONTH, ADD THEIR NAME TO THIS RECORD.
3. TOTAL THE DAILY COLUMNS AT THE BOTTOM OF THE SHEET AND TOTAL THE COLUMN AT THE RIGHT-HAND SIDE OF EACH CHILD. THESE TWO TOTALS SHOULD BE THE SAME NUMBER.

### ELIGIBILITY ROSTER

1. AT THE BEGINNING OF THE MONTH, WRITE IN ALL OF THE CHILDREN'S NAMES ON THIS SHEET. DO NOT WRITE IN THE COLUMN THAT SAYS P/R/F. LEAVE THAT COLUMN BLANK. IF ADDITIONAL CHILDREN ARE ADDED TO YOUR CLASS DURING THE MONTH, ADD THEIR NAME.
2. IF THERE IS A CHILD'S NAME ON YOUR WEEKLY OR MONTHLY ATTENDANCE ROSTER WHO DOES NOT ATTEND DURING THE MONTH, CROSS THEIR NAME OUT AND NOTIFY THE OFFICE THAT THE CHILD HAS NOT ATTENDED.

### MONTHLY FOOD PARTICIPATION SHEET

1. KEEP AN ONGOING RECORD OF THE CHILD'S MEAL PARTICIPATION. ON THE FIRST DAY THE CHILD IS SERVED BREAKFAST, MARK A NUMBER 1. ON THE SECOND DAY, MARK A NUMBER 2, AND SO ON. FOLLOW THIS PROCEDURE FOR MORNING SNACK, LUNCH AND IF THE CHILD HAS NOT HAD BREAKFAST, MARK THEM FOR THE AFTERNOON SNACK ALSO. REMINDER...WE ARE ONLY ABLE TO COUNT 3 OF THE 4 MEALS THAT ARE SERVED. YOU MUST MARK THE MEALS AT TIME OF SERVICE, BEFORE RELEASING THE CHILDREN FROM THE TABLE AND PRIOR TO CLEANING THE TABLE.

USE A PENCIL NOT A PEN SO IF YOU MAKE A MISTAKE IT WILL BE EASIER TO CORRECT. MAKE SURE YOU CAN READ WHAT YOU HAVE WRITTEN. IF YOU CAN'T READ THE NUMBERS, THE STATE AUDITOR WON'T BE ABLE TO, EITHER!

I HAVE READ AND UNDERSTAND THESE PROCEDURES.

EMPLOYEE SIGNATURE           X  X  X           DATE \_\_\_\_\_

Attachment