

**SEQUATCHIE VALLEY MEAL AND SNACK TIME SUPERVISION PLAN**  
 (Please see SVHS Mealtime Supervision Plan for additional information and/or instructions)

**SITE/CLASSROOM:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **Meal Times/Breakfast:** \_\_\_\_\_ **Lunch:** \_\_\_\_\_ **Snack:** \_\_\_\_\_

**Responsible/Trained Staff Members:**

\_\_\_\_\_

<b>Potential Interruptions</b> –Please note possible interruptions that are specific to your site or classroom along with the appropriate action.			
<b>#1 CONCERN:</b> <b>#1 PLAN:</b>	<b>#2CONCERN:</b> <b>#2PLAN:</b>	<b>#3CONCERN:</b> <b>#3PLAN:</b>	
<b>Emergencies</b>	<b>Substitutes</b>	<b>Supplies</b>	
Please list staff member (s) available to assist with supervision in the event of an emergency.	Please list staff member(s) who will assist in the event of a staff absence.	Please note location of cleaning supplies and extra place setting in the event of spills. Please list the person(s) responsible for stocking of needed supplies. Location: _____ Staff: _____	
<b>Food Allergy</b>		<b>High Risk Children</b>	
<input type="checkbox"/> <b>NONE</b> <input type="checkbox"/> <b>YES</b>	*If a food allergy has been identified, see confidential, posted list located in classroom or kitchen area. *Please see food service policy relating to proper prevention procedures for cross-contamination of foods and inadvertent exposure to allergens.	<input type="checkbox"/> <b>NONE</b> <input type="checkbox"/> <b>YES</b>	*If a child with a high risk food behavior has been identified, see confidential, posted list located in classroom or kitchen area. Children with high risk behaviors related to eating shall be seated as closely to staff member as possible. *Please see SVHS Mealtime Supervision Policy for definition of “high risk behavior”.
<b>Directions:</b> Draw the classroom eating area. Begin by drawing tables; add location of food cart, trash can, sink, and needed supplies. Add an X around the table where children sit. Place a square where the teacher will sit. Place a circle around Xs to identify children with a food allergy. Place an *to identify “high risk”.			
<b>CLASSROOM EATING AREA DIAGRAM</b>			
			<b>KEY</b>  X – CHILD  <input type="checkbox"/> -TEACHER  ○ – CHILD W/ FOOD ALLERGY  * HIGH RISK CHILD

