

August 21, 2013

Food Allergies and Outside Food Brought into the Building

Dear Coopertown Families,

The District is providing you with the following information to help you understand the food allergy issue in the classrooms and school, and to set policy for birthdays and school celebrations. This information and the Safer Foods List are also available on the school and district websites.

Two important policy notes:

- 1) **Birthday celebrations** will not include the consumption of food or drink. Alternative suggestions for birthday celebrations are included below. We encourage you to participate in one of the listed activities.

To honor a student birthday, we ask that non-food celebrations be arranged with the teacher at least **one week** prior to their special day. To minimize disruption to the instructional day, we also ask that these celebrations be limited to no more than 10 - 15 minutes.

Instead of consumable items consider the following:

- Reading a favorite book to your child's class
- Donating a book to the classroom or school library with a birthday inscription
- Asking your child's teacher to extend community meeting time for the class by 10 minutes in honor of your child's birthday
- Teaching the class a simple craft, art activity, or game
- Providing a small token to classmates in honor of your child's birthday
- Engage the class in an activity that centers on reading, drawing and/or other interests your child may have.
- Engage the class in a cultural activity that will expose our students to something unique about a particular background.

Please be apprised that every child at Coopertown has his or her birthday announced over the loudspeaker. Additionally, they are given a birthday pencil.

- 2) **School/Grade level initiated celebrations** should use the Safer Foods List as a guide, but can deviate from the list under the consult of the principal and nurse. Any deviation from the list must be communicated to each family included in the celebration.

Accommodations for Food Allergies

ALLERGEN FREE CLASSROOMS: You will have received a letter from the nurse.

INDIVIDUAL CLASSROOM SNACK RESTRICTED TO ALLERGEN FREE SNACK

Please refer to Mrs. Frank's (school nurse) allergen letter.

- It is strongly suggested the school approved safer foods list be followed.
- Hands of all students in classroom must be washed prior to and after food consumption.
- Desktops of all students in classroom must be wiped with disposable wipes after food is eaten.

Below are the parameters for other activities:

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| • LUNCH | NO RESTRICTIONS |
| • BIRTHDAY CELEBRATIONS | NON-FOOD CELEBRATIONS |
| • SCHOOL INITIATED CELEBRATIONS | APPROVED LIST * |

Classrooms NOT designated as Allergen Free:

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|--------------------------------|-----------------------------|
| • CLASSROOM SNACK | NO RESTRICTIONS |
| • LUNCH | NO RESTRICTIONS |
| • BIRTHDAY CELEBRATIONS | NON-FOOD CELEBRATION |
| • SCHOOL CELEBRATIONS | APPROVED LIST * |

In Kindergarten at Coopertown, the Kindergarten teachers provide an allergen free snack to every child.

ANY DEVIATIONS MUST BE COORDINATED BETWEEN PRINCIPAL, TEACHER, PARENT, AND HOMEROOM PARENTS INVOLVED

Deviation from the Safer Foods list for celebrations requires permission from the teacher, principal and school nurse, and must adhere to district procedures.

1. HR parent and teacher will generate a list of ingredients and food items
2. Principal and nurse must approve list in advance of communication to families
3. Food and ingredient list must be sent to each family included in the Celebration
4. Each family must consent in writing that their child may participate
 - Non-consenting families should send an appropriate snack for their child using the Safer Foods List as a guide
5. Food entering the building will be monitored by school personnel

The Safer Foods List will be sent home on September 3, 2013, the first day of school and can be found on the School and District websites.

