



Dear KGCS Families and Staff,

The purpose of this letter is to communicate steps KGCS is taking to ensure food related activities **other than school breakfast and lunch** (i.e. celebrations, rewards, classroom activities, etc.) are conducted in compliance with USDA guidelines and with regard for students and staff with food related allergies.

### **USDA Compliance**

Food and beverages that are provided to students during the school day for classroom activities such as celebrations and rewards must be USDA Smart Snack compliant.

### **Food Allergies**

The risk of accidental exposure to food allergens can be minimized by working cooperatively and proactively with our families and students to provide a safe educational environment for everyone. All food related activities must be reviewed for potential food allergens.

### **Preapproval Process**

A list of allowable food items is provided on the following page. Families will complete the information below and select the food item(s) they will provide. The completed form must be submitted to the teacher **at least one week prior to the event**.

The request will be reviewed by the school nurse and administrator. The teacher will contact the parent if the request is approved, denied, or needs to be modified. If there are allergen concerns, only foods that do not contain the allergen will be permitted. Families should not purchase items until the teacher notifies them that the request has been approved.

**If your request is approved, food items must be transported to the school by an adult family member.** No food products (other than packed school lunches) are to be brought on the school bus.

School administrators establish parameters for classroom events, including time, location, and procedures for visitors. **Approval is at the sole discretion of the school administrator** and may be based on confidential medical needs.

KGCS recommends looking for other ways to celebrate whenever possible, such as non-food items or activities. Some suggestions for parents and teachers are below. Administrators may permit only non-food items.

- Stickers
- Pencils, pens, and markers
- Erasers
- Bookmarks
- Books
- Rulers
- Trinkets (magnets, frisbees, etc.)
- Special paper, notebooks, or journals
- Activity/game sheets
- Game time
- Computer time
- Be the helper
- Teach class
- Sit by friends
- Eat lunch with the teacher or principal
- Eat lunch outdoors
- Have lunch or breakfast in the classroom
- Private lunch in the classroom with a friend
- Be a helper in another classroom
- Watch a fun video
- Walk with the principal or teacher
- Take a fun physical activity break
- Dance to favorite music in the classroom
- Show-and-tell
- Tokens for privileges
- Teacher or volunteer reads a special book to class
- Teacher performs a special skill (singing, cartwheel, etc.)
- Have free choice time
- Listen to a book on tape
- Listen to music while working
- “No Homework” pass
- Brainteasers
- Phone call home
- “Caught Being Good in the Act” coupon
- Photo bulletin board of special achievements
- Special morning announcements

**If you wish to bring in a food item, complete the back of this form.**

**Submit to your child’s school at least one week prior to the planned event.**



<input type="checkbox"/> <b>Student Celebration</b>	<input type="checkbox"/> <b>School Sponsored Activity (e.g. PTA, SCA, etc.)</b>
Student:	Organization:
Homeroom:	Point of Contact:
<b>Celebration or Activity Information</b>	
Date and Time:	Location:
Reason for event:	
Parent/Sponsor Name:	
Email:	Phone:

<b>KGCS Smart Snack Approved Food List</b>						
Check the item(s) below which you would like to bring in to school. <b>Items not on the below Smart Snack approved list are not permitted.</b> The allergen categories are for reference only, as manufacturing practices change frequently. The ingredient list must still be verified by the teacher prior to food being distributed in the classroom.						
Check Item(s)	Food Item	Peanut Free	Tree Nut Free	Dairy Free	Egg Free	Gluten Free
<b>Fruit/Applesauce</b>						
	Fresh fruits and vegetables	✓	✓	✓	✓	✓
	Individual fruit cups in water or natural juices	✓	✓	✓	✓	✓
	Dried fruit with no added sugar	✓	✓	✓	✓	✓
	Unsweetened/ all natural/ no sugar added applesauce	✓	✓	✓	✓	✓
	Go Go Squeeze Applesauce Pouches	✓	✓	✓	✓	✓
<b>Chips/Grahams/Crackers</b>						
	Lay's BAKED chips	✓	✓		✓	✓
	Graham crackers	✓	✓			
	Nabisco Teddy Grahams	✓	✓	✓	✓	
	Triscuit & Triscuit Thin Crisps	✓	✓	✓	✓	
	Nabisco Wheat Thins	✓	✓	✓	✓	
<b>Cereal/Breakfast/Granola Bars</b>						
	Fiber One Streusel Bars	✓	✓			
	Kellogg's Nutri-Grain Cereal Bars	✓	✓		✓	
	General Mills Cereal Bars: Cinnamon Toast Crunch, Golden Graham, or Cocoa Puff	✓	✓	✓	✓	
	Cascadian Farm Organic Chewy Granola Bar	✓	✓	✓	✓	✓
	Great Value Crunchy Oats & Honey Granola Bar		✓	✓	✓	
	Nature Valley Chewy Trail Mix Bar			✓	✓	✓
	Quaker Chewy Granola Bars				✓	
<b>Yogurt/Cheeses</b>						
	Fat-free, reduced fat, and low-fat yogurt – no mix-ins allowed	✓	✓		✓	✓
	Reduced fat cheese or light string cheese	✓	✓		✓	✓
	The Laughing Cow – reduced fat Babybel and light cheese wedges	✓	✓		✓	✓
<b>Frozen Bars</b>						
	Outshine frozen fruit bars	✓	✓		✓	✓
	Great Value fudge bars					
	Skinny Cow light ice cream sandwiches	✓	✓		✓	
<b>Beverages</b>						
	Capri Sun 100% Juice Pouches	✓	✓	✓	✓	✓
	All brands 100% juice (product must state 100% juice)	✓	✓	✓	✓	✓
	Fat-free plain or flavored milk	✓	✓		✓	✓
	Low-fat plain or flavored milk	✓	✓		✓	✓
	Water	✓	✓	✓	✓	✓

<b>OFFICE USE ONLY</b>			<i>Staff Signature</i>
Date Received:		Received by:	
Nurse Review:	<input type="checkbox"/> No Allergen Concern	<input type="checkbox"/> Allergen Concern:	
Admin Review:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved:	
Notes:			