



# BUILDING & FOOD SAFETY POLICY BOOKLET 2022-2023

Pride Academy West 1  
5615 W 22nd Street  
Indianapolis, IN 46224  
317.247.1553

Pride Academy West 2  
5570 Crawfordsville Road  
Speedway, IN 46224

Pride Academy North  
5711 N. Michigan Road  
Indianapolis, IN 46228  
317.672.9200

[www.judahministriesinc.org](http://www.judahministriesinc.org)



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### **Importance of this Policy**

For children, it only takes a small amount of toxins in contaminated food to cause serious illness. It is important to practice safe food handling, food preparation, and food storage to prevent the contamination of food served to children and staff.

### **Food Borne Illnesses**

According to the Indiana State Department of Health (2018):

“Foodborne illness falls into 3 main categories: biological, chemical and physical. Biological causes include the culprits of bacteria, viruses, yeasts & molds, and parasites. Chemical poisonings can occur from a number of sources – contamination from chemicals found in the home or workplace, as well as naturally occurring toxins which are present in some foods, such as mushrooms and fish. Some types of bacteria produce toxins. Physical hazards are usually things found in food which are not supposed to be there, such as bone, toothpicks, glass, metal, band aids, or other foreign objects which may cause injury. By far the biggest cause of foodborne illness is from bacteria and viruses; there are many kinds of bacteria and viruses that can lead to illness.” (<https://www.in.gov/isdh/20889.htm> )

## Food Safety

### Procedure and Practices

Each Pride Academy site has a person who has received training in Safe Food Handling that is consistent with the State of Indiana and Marion County Health Department rules and regulations.

### Food Preparation areas and staff (5B.3)

Pride Academy culinary staff must wash their hands before and after preparing drinks, snacks, and meals and before and after serving meals. Culinary staff must also wear gloves, apron, and head covering when preparing and serving food. In addition, if staff leave the kitchen area to perform another task, they must wash their hands before continuing in preparing of meals. **Any staff** administering drinks, snacks, and food must wash their hands and place gloves on their hands before serving and wash their hands after serving. **All Staff** will abide by the Indiana State Department of Health guidelines when washing their hands (see Appendix B).

No one with signs of a contagious illness or is diagnosed with a contagious illness will be responsible for handling or preparing food. Those who prepare food should not change diapers and vice versa, whenever possible. When this is not possible, careful hand washing procedures will be followed. Hand washing sinks will be separate from food preparation sinks. Food preparation counters will be made of a solid surface, in good repair, and kept clean and sanitized.

### Food Storage

Food will be stored according to the Safe Food Handling Training. Refrigerators will be maintained at 41° F or lower and freezers will be maintained below 0° F. A thermometer will always be in the refrigerator/freezer. Staff with the Safe Food Handling training will log daily temperatures (see example Appendix C) in both refrigerator and freezer to be sure the right temperature is being maintained. Foods not requiring refrigeration will be stored 6 inches off the floor in easily cleanable, dry storerooms. Dry, bulk foods not stored in original packaging will be stored in a sealed container that is labeled and dated.

### **Formula and Breast Milk Storage (5B.6, 5B.7)**

Staff must label Formula and Breast Milk bottles with infant's full name, date, and time that milk was expressed. Any unfinished and refrigerated formula or breast milk after one hour must be discarded. If parent/ guardians have requested on keeping milk for over the hour, they must submit a doctor's statement along with procedures on how to properly store and provide the milk to the child.

### **Allergies and Special Feeding Needs (5B.5)**

Pride Academy has at each site a list of children that have allergies or special feeding needs located in the kitchen and in each classroom. Teaching or administration staff must do the following each day for all infants and any child with special feeding needs:

- Document the type and quality of the food the child consumes (see Appendix D)
- Show parents/ guardians the information from the document each day

### **Cooking (5B.4, 5B.8)**

(See Appendix A: Food Holding Temperature Chart) All ground beef and pork will be cooked to reach 155° F. Poultry will reach 165° F. Dark poultry will reach 165° F. All other foods will be cooked to reach at temperatures listed on the holding temperatures chart. All fruits and vegetables must be thoroughly washed before serving. Food that has been served and not eaten (leftovers) from plates, serving bowls, and pitchers (any item taken out of the kitchen and served) will be discarded. Any food that has expired dates must be discarded.

### **Reheating Procedures (5B.9)**

Pride Academy abides by the Food Safe Handling procedures of reheating. No food should be reheated after 4 hours of being out of the oven or refrigerator. All food that will be reheated in the microwave and served to the children must be in microwave safe containers such as glass containers. No food should be reheated in the microwave in the following containers: plastic, polystyrene (Styrofoam) containers, plates, bags, or wraps.

### **Thawing out Food**

Pride Academy follows the Indiana State Department of Health when properly thawing out food. According to Indiana State Department of Health the safest way to thaw frozen food is in the refrigerator. It always stays at or below a safe temperature of 41 degrees Fahrenheit, where bacterial growth is inhibited. The important thing is never thaw food at room temperature! Although the center of the food may still be hard,

the outside can quickly enter the “danger zone”, between 41 and 140 degrees Fahrenheit. Pathogens multiply rapidly at these temperatures and may not be fully cooked out of the food.

Some other safe methods include:

- thawing food under cold running water or as part of the cooking process.
- thawing in the microwave, but plan to cook the food immediately

## **Vending**

Food provided by a central kitchen or vendor from off-site locations will be obtained by approved sources and inspected by the local health authority. Settings will have provisions for holding hot food at 135° F and cold food 41° F or below until served (see Appendix A). Trained staff with Safe Food Handling Certificates will check temperatures of all vendor food and will be responsible for maintaining the temperatures until the food is served. Utensils used to serve food will be properly cleaned and sanitized.

# Sanitation

## NAEYC Definitions

Pride Academy will adhere to the following definitions instructed by NAEYC when keeping the building and materials clean:

<b>Definitions</b>	
<b>Cleaning<sup>i</sup></b>	Physically removing all dirt and contamination, oftentimes using soap and water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.
<b>Sanitizing<sup>ii</sup></b>	Reducing germs on inanimate surfaces to levels considered safe by public health codes or regulations. Sanitizing may be appropriate for food service tables, high chairs, toys, and pacifiers.
<b>Disinfecting</b>	Destroying or inactivating most germs on any inanimate object, but not bacterial spores. Disinfecting may be appropriate for diaper tables, door and cabinet handles, toilets, and other bathroom surfaces.
<b>Detergent</b>	<b>A cleaning agent that helps dissolve and remove dirt and grease from fabrics and surfaces. Soap can be considered a type of detergent.</b>

## Sanitizing the Kitchen Material (5C.5)

After each use eating utensils, dishes, countertops, food preparation and appliances must be cleaned and sanitized. Tables, highchair trays, mixed use tables must be cleaned and sanitized before and after use. Refrigerators must be cleaned monthly.

Cleaning products will be stored in original containers and away from food. Cutting boards will be made of a solid, nonporous surface. Wood will not be used and those with cuts or crevices. The following process will be followed when washing the items by hand:

- Use a 3-compartment sink or three basins for washing, rinsing and sanitizing.
- 1st sink: wash dishes in hot water with dish detergent. Cloths used for washing are laundered after each use.
- 2nd sink: rinse dishes with hot water.
- 3rd sink: soak dishes for at least 1 minute in 1/2 teaspoon of bleach to 1 gallon of warm water.
- Let air-dry. Use a dry rack drain board for drying.

## Baby Bottle Cleaning (5C.5)

Once the baby bottles have been cleaned and sanitized, they must be sterilized using the following steps: (<https://www.pregnancybirthbaby.org.au/cleaning-and-sterilising-baby-bottles> )

- Place clean bottles, teats, caps and utensils in a large saucepan on the back burner of the stove.
- Add enough water to cover all the equipment, making sure there are no air bubbles.
- Bring water to the boil and boil rapidly for 5 minutes.
- Turn off the stove and allow the water to cool down.
- Wash your hands thoroughly before you handle the equipment and disinfect the surface where you plan to make up the bottle.
- Take the equipment from the saucepan and shake off any excess water.
- If you are not using them straight away, put the lid and teat onto the bottle, and store in a clean container in the fridge.
- Re-boil the bottle and other equipment if it is not used within 24 hours.

### **Toileting and Diapering Areas (5C.5)**

Teaching staff will clean with products and disinfect with bleach solution before and after each use of changing tables and potty chairs. Gloves should be worn to avoid contamination. Custodial staff or any staff must clean and disinfect at the end of the day handwashing sinks and faucets, countertops, toilets, diaper pails, and floors. Items can be cleaned throughout the day if needed.

### **Child Care Areas Cleaning (5C.5)**

Teaching staff must clean after each use plastic mouth toys and pacifiers and at the end of the day clean and disinfect these items. Pacifiers must be sterilized at the end of the day (see baby bottle cleaning).

Custodial staff or any staff must clean at the end of the day floors, carpets and larger area rugs, and small rugs. Vacuums must be used to clean the rugs and for carpets and large area rugs they must be cleaned using a non-toxic vacuum cleaner and monthly be washed. Doors and cabinets handles must be cleaned and sanitized at the end of the day.

Machine washable cloth toys dress up clothes, hats, blankets, bed sheets and pillow cases must be cleaned in the washing machine and dried in the dryer weekly. If there is an outbreak of a contagious illness or lice, this will be done daily. Drinking fountains will be cleaned and disinfected at the end of the day and computer keyboards will be cleaned and disinfected after each use. All items can be cleaned frequently if needed.

## **Trash Use and Emptying**

Staff will need to make sure that all trash receptacles are emptied at the end of the day and replaced with unused trash bags. **(Infants and Toddlers)**: Teaching staff must use the correct receptacles for diapering which is a hands-free receptacle that has a lid that fits and that is out of reach for children. Diapering trash cans must be emptied at least twice a day. Any trash receptacle that is full must be dumped and the bag must be replaced.

## **Cleaning Materials (5C.6)**

Pride Academy is becoming more conscious of the cleaning materials that are being utilized in the center. All cleaning materials must be fragrance free, least toxic, and eco friendly. Staff will only use products that are purchased by Pride Academy to ensure that we are keeping our children safe and the environment safe. Staff will not bring any outside cleaning solutions for their class unless given permission by Alisia Apple or the directors (examples of cleaning products are Green Sea and EcoLogo products). All cleaning supplies must be stored in a locked cabinet, closet, or room and out of reach of children.

Any staff that is running water for cleaning purpose or any purpose must supervise the area in which the water is running and being used. Once finished with the water or water solution, the water must be dumped immediately.

## **CACFP Program**

The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating childcare centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in day care facilities. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States.

## **CACFP Staff**

In order to maintain the requirements and qualifications of CACFP, Pride Academy will have a CACFP Coordinator to maintain the integrity of the program at all the sites. At each site there will also be appointed a Culinary Specialist who will work closely with the CACFP Coordinator. The job descriptions of each position is located in the CACFP Binder at each site either in the main office or kitchen areas.

## **Civil Rights**

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

All Pride Academy sites MUST post the Green Civil Rights Posters in all areas that serve food. Anyone (staff or families) that feel like their Civil Rights have been violated through our organization from this program must submit a Program Discrimination Complaint form to the United States Department of Agriculture. The forms can be found in the Pride Academy CACFP Binder located in the main office or kitchen.

## **Collection of Data**

Pride Academy will do quarterly review of children's files who are enrolled in our program to ensure that we are serving all race/ethnicities and required age groups in our CACFP program. Through the enrollment process families are asked to record all ages of children being enrolled, their home language, and their race/ ethnicity. The quarterly reviews are to be found in the CACFP Binder located in the main office or kitchen.

## **CACFP Daily, Monthly, and Annual CACFP Record Keeping Requirements** **Child Care Centers and Unlicensed Registered Day Care Ministries**

### **Daily Requirements**

- Complete the Attendance Record
- Complete the Meal Participation Record at the “point of service”.
- Child and infant menus must list the components, serving size, ages, dates served, and substitutions
- Complete individual infant feeding records
- Compile expenses incurred for the CACFP
- Daily time logs must be completed for anyone being paid with CACFP funds

### **Monthly Requirements**

- Complete the food service monthly finance journal
- Maintain the year to date non-profit food service account
- Complete the monthly milk inventory form
- Verify Applications for Free and Reduced-Price Meals are valid for each claimed participant
- Verify that each participant claimed for meals has an up-to-date enrollment form on file
- Tabulate the Meal Participation Record
- Calculate the Attendance record to determine the average daily attendance
- Submit the Claim for reimbursement on the CNPweb®

### **Quarterly Requirements**

- Sponsors purchasing food using the small purchase procurement method must complete the quarterly procurement form.

### **Annual Requirements**

- Complete the IDOE annual information certification and/or amendment to CNP agreement
- Complete all Program renewal documents
- Submit vending contract, vending extension and keep documentation of other annual procurement requirements
- Conduct and document the training of staff on CACFP responsibilities

- Conduct and document Civil Rights training with staff and place in file. Also include the racial/ ethnic summary and census.
- If sponsoring more than one site, CACFP monitor review must be completed three times per year for each site. No more than six months can lapse between reviews; one review must be within the first four weeks of operation.
- Sponsoring organizations must complete a 5-day reconciliation during every monitor visit verifying meal counts and attendance/ enrollment information.
- Use the new income guidelines each July 1
- Renew each participant's Application for Free and Reduced-Price Meals, including the Parent Letter and the Building for the future form in the packet
- Make sure each participant has a valid Enrollment form, signed by the parent/ guardian
- Make sure the Justice for All and Building for the future is displayed in a prominent place for the public to view
- Submit the Annual Financial Report on the CNPweb® between October and December of each year.
- Complete and submit the Entity Annual Report (Form E-1) to the Indiana State Board of Accounts within 30 days of the close of your organization's fiscal year.

## **Additional Information**

### **Tooth Brushing**

Since children receive breakfast, lunch and dinner at each facility, children must be given an opportunity to brush their teeth or clean their gums after every meal. The following procedures must take place for tooth brushing:

- Teachers will wash their hands and put on gloves before handling the tooth brush
- Each child will be given their tooth brush and will run water over their brush
- Toothpaste is optional, but if asked for tooth paste will be given
- Child or teacher will brush the child's teeth and will rinse off brush
- Brushes will be placed under the UV Light and dryer unit
- Tooth brushes will be discarded every 3 to 4 months

### **Communication plan for staff and parents**

Pride Academy Culinary and custodial staff will receive Food Safety training provided by State or local food service authorities. Culinary and custodial staff will receive a written copy of this policy in their orientation packets before beginning work at the center. All staff will have training on food safety and this booklet will be available in all Pride Academy Offices and Kitchen areas. Parents/ guardians may access this booklet through the office by the family area.

## Appendix A: Safe Cooking Temperatures

<b>SAFE COOKING TEMPERATURES</b> as measured with a food thermometer	
<b>GROUND MEAT &amp; MEAT MIXTURES</b>	Internal temperature
Beef, Pork, Veal, Lamb	160°F
Turkey, Chicken	165°F
<b>FRESH BEEF, PORK, VEAL &amp; LAMB</b>	145°F with a 3 minute rest time
<b>POULTRY</b>	
Chicken & Turkey, Whole	165°F
Poultry Parts	165°F
Duck & Goose	165°F
Stuffing (cooked alone or in bird)	165°F
<b>HAM</b>	
Fresh (raw)	160°F
Pre-cooked (to reheat)	140°F
<b>EGGS &amp; EGG DISHES</b>	
Eggs	Cook until yolk & white are firm
Egg Dishes	160°F
<b>SEAFOOD</b>	
Fin Fish	145°F or flesh is opaque and separates easily with fork
Shrimp, Lobster & Crabs	Flesh pearly & opaque
Clams, Oysters & Mussels	Shells open during cooking
Scallops	Milky white or opaque & firm
<b>LEFTOVERS &amp; CASSEROLES</b>	165°F

## Appendix B: Proper Handwashing

**ECOLAB**

### Proper Hand-Washing

PROCEDIMIENTOS DE LAVADO DE MANOS



**1** Wet your hands with hot, running water (at least 100°F/38°C).

Mójese las manos con agua corriente caliente (al menos, a 100°F/38°C).



**2** Apply soap.

Apíquese el jabón.



**3** Scrub hands and arms for at least 20 seconds. Clean under fingernails and between fingers.

Lávese las manos y los brazos por lo menos veinte (20) segundos. Lávese debajo de las uñas y entre los dedos.



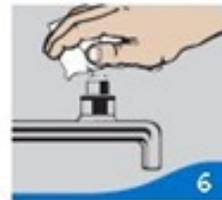
**4** Rinse thoroughly under running water.

Enjuáguese las manos completamente con el agua corriente.



**5** Dry hands and arms with a single-use paper towel.

Séquese las manos y los antebrazos con una toalla de papel descartable.



**6** Turn off faucet using paper towel.

Cierre el grifo con la toalla de papel.

Everywhere It Matters.™

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# Appendix C: Daily Temperature Log

Form #363  
Revised 5/14

<b><u>Daily Freezer/ Refrigerator Temperature Log</u></b>						
<p><b>Instructions:</b> This log will be maintained for <u>each</u> refrigerator and freezer (both walk-in and reach-in units) in the facility. A designated food service employee will record the time, air temperature and their initials. The food service supervisor for each facility will verify that food service employees have taken the required temperatures by visually monitoring food service employees and reviewing, initialing, and dating a sample of logs each month. Maintain this log for a minimum of three years and until given permission to discard it. If corrective action is required on any day, circle the date in the first column and explain the action taken on the back of the chart or on an attached sheet of paper. Refrigerators should be between 36°F and 41°F. Freezers should be between -10°F and 0°F.</p>						
<p>Month/Year: _____ Location/Unit Description: _____ School _____</p>						
Date	Time Temp. Taken	Temperature	Food Service Worker's Initials	Time Temp. Taken	Temperature	Food Service Worker's Initials
1						
2						
3						
4						
5						
6						
7						
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30						
31						

Supervisory Employee's Initials and Date: \_\_\_\_\_



## Infant Feeding Log (5B.6, 5B.7)

Child's Name: \_\_\_\_\_

Dates (Mon-Fri) \_\_\_\_\_

Diaper Changes: Type & Time					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Diaper Changes: Type & Time					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Additional Notes: \_\_\_\_\_

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## **Written Agreement**

*By signing this page, I am stating that I have read this booklet and agree to comply with the rules and regulations of these policies. I understand my role in ensuring that these policies are met. If I am found in violation of not complying with these policies I know that I am subject to disciplinary proceedings that could lead to possible termination.*

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Office Use Only

Date Document was Received: \_\_\_\_\_

Human Resource's Signature \_\_\_\_\_

Director's Signature: \_\_\_\_\_

