

Standard Operating Procedures

Food from Outside Sources - Child Care

Policy: Foodservice Directors must be informed and approve all foods brought by a parent, child, administrator, caretaker, or aide for consumption in the child care, such as a birthday cake made at home. Parents, children, caretakers, or aides bringing food into the child care for consumption must complete a form that identifies where the food was prepared, the use of any common allergen, and name/address of the food preparer. Any foods brought into the child care for onsite consumption must be in ready-to-eat form.

Procedure: Administrators, caretakers, or aides making a request or receiving a request from a child or parent to bring in food from an outside source must contact the Foodservice Director. The Foodservice Director will handle all special requests.

The Foodservice Director will:

1. Ensure the individual making the request completes the Special Food Use Request form *prior* to delivery of the product.
2. The Special Food Use Request form should identify the product, key ingredients and use of common allergens, storage requirements, and location of product production or vendor name. The Foodservice Director reserves the right to deny the request based on information provided and child care needs. For instance, the Foodservice Director might perceive service of this product poses a high risk for food borne illness or the child care may not be able to provide needed storage space.
3. The Foodservice Director will communicate approval or denial to the requesting individual within 48 hours of the request submission.
4. The Foodservice Director reserves the right to deny any previously approved request should information about the product delivered be inconsistent with the product information provided.
5. The Foodservice Director will communicate necessary handling instructions to administrator, caretakers, and/or aides involved with the service of the product.
6. The child care is not liable for any contamination of the product that might occur or any injury to individuals who consume the food.

Policy last revised on: _____



Food Safety Project
IOWA STATE UNIVERSITY