KEEP Guidelines for Special Dietary Needs

Updated Nov 26

1. Individuals with food allergies, medical dietary needs, or vegetarians will be accommodated to the best of our ability. Dietary needs must be noted on the KEEP registration form and a doctor's note or school meal accommodation turned into KEEP 2 weeks before the visit.

2. The participating school must notify KEEP of special diets at least 2 weeks prior to the visit using the Student Information Form. If needed, the Lead Cook will contact the parents for clarification and menu planning. Once a meal plan has been approved by the parent & prepared for that child, last-minute switching to the regular menu is not allowed.

3. We do not offer an alternate menu for "picky" eaters.

4. If a child has a extremely serious or life-threatening condition (such as diabetes, food allergy requiring EpiPen, or Chrons), they may attend KEEP with the following safeguards in place:
    a. Adult shadow from home or school accompanies child as a 1-on-1
        - Shadow in charge of all medication
        - Shadow monitors meals & snacks
        - In some cases it may be necessary for shadows to prepare and serve meals following the guidelines below.
    b. Doctor clears the student's participation with Physician's Authorization Form (PAF)
        - PAF signed by doctor, parent, & shadow
        - PAF emailed to KEEP at least 2 weeks before visit

5. On occasion, parents will be asked to provide **supplemental** food or snacks.
    a. Place food items in a cooler or reusable bag. Label with name & school.
    b. Make arrangements to have this food delivered to the KEEP kitchen immediately upon arrival. All unused food will be returned to the student's teacher on Friday.
    c. No nut or shellfish products allowed.

6. On rare occasion, an individual's food issues may be so severe that the KEEP kitchen does not have the ability to accommodate with food we stock. In these instances, the student may attend KEEP if the parent provides **all** food needed.
    a. Place all food items in a cooler or reusable bag. Label with name & school.
    b. Each meal must be individually packaged and labeled as follows:
        - Name
        - Day of the Week
        - Breakfast, Lunch, or Dinner
    c. Meals must either be served cold or warmed in the microwave.
    d. If served warm, parents must pre-pack food in a microwaveable container with a lid.
    e. Make arrangements to have this food delivered to the KEEP kitchen immediately upon arrival. All unused food will be returned on Friday.
    f. If cross-contamination is an issue, the shadow may prep food in our first kitchenette. It contains a fridge, sink, and microwave, but no stove. Additional food appliances may be brought from home, such as blenders, air fryers, electric skillets, etc.
    g. No nut or shellfish products allowed.