

LiveWell Kids: Nutrition Docent Checklist

Check off the following tasks in preparation for the delivery of a successful LiveWell Kids school year.

Onboarding

- Provide contact information to lead docent (*name, email, phone, teacher's name and grade*)
- Submit TB testing paperwork to school (contact school for information)
- Meet with Lead Docent to go over any school specific information

Beginning of the Year

- Attend LiveWell Kids docent training
- Review food allergy guidelines
- Review training schedule; put dates on your calendar
- Visit the BCHD website to view information and resources: www.bchd.org/lwk-resources
- Schedule lessons with teacher
 - Try to schedule all five lessons with the teacher **before** Module 1 lesson
 - Enter lessons on scheduling form http://bit.ly/LiveWellNutrition_19-20
- Obtain classroom allergy list from teacher **before** teaching Module 1 lesson

Lesson Trainings

- Attend **ALL** docent trainings
- Review BCHD website for additional online training materials and resources www.bchd.org/lwk-resources
- Confirm lesson date and time with teacher two weeks prior to lesson date
- Advise Lead Docent of any schedule changes so that changes can be recorded on the online form

Lesson Delivery and Tracking

All lessons must be delivered within 1 week following food delivery

(Please refer to lesson delivery schedule form for dates)

Prior to lesson

- Before each lesson, check with teacher for updated food allergies and plan substitutions at least two days in advance
- Review lesson plan and food preparation instructions

Day of lesson

- Arrive at least 30 minutes early for lesson set up and food preparation
- Go to designated LiveWell area at your school to gather lesson supplies, and receive any updates
- Always wear food handling gloves to prep any food tasting ingredients
- Materials to Bring to Classroom**
 - Lesson Plan
 - Student workbooks
 - Visual Aids
 - Food Tasting ingredients and serving supplies
 - Food handling gloves
 - Sanitizing wipes
- Use wipes to sanitize classroom work surfaces before lesson starts
- Set up appropriate visual aids and set out workbooks

Post-Lesson

- Clean all work surfaces and remove excess trash if necessary
- Wash all dishes belonging to the LiveWell supply area in warm soapy water and dry all dishes well before putting them away
- Return supplies to supply cabinet/room and lock cabinet or room
- Return supply cabinet/room key to office (if applicable)
- Complete lesson tracking web form as soon as lesson is completed- http://bit.ly/LiveWellNutrition_19-20