



a seriousfun camp

Food Allergies/Dietary Restrictions Protocols

- **Food Allergies and Dietary Restrictions Lists**

- A list of food allergies and dietary restrictions for year-round staff and seasonal summer staff will be provided prior to the commencement of each session.
- A list (or Campsite report) of camper food allergies and dietary restrictions will be provided to the food services team, no more than ten days prior to each specific camp session. It is understood that this list may have some changes as camp approaches and after campers arrive, however prior notification will give the kitchen manager time to research and plan for food substitutions and menu changes.
- The Camp Director will ensure a list of volunteer food allergies and dietary restrictions is provided to the food services team at the same time if possible.
- A laminated food allergy list for each session with camper names, cabin number & name will be provided on Volunteer Orientation Day
- A laminated food allergy list for each cabin will be placed on the appropriate table on or before Camper Arrival Day underneath the napkin holders by a member of the superheroes team.
- On Camper Arrival Day, the nurses will communicate with the medical team regarding any food allergy or dietary restrictions or changes that are revealed during check-in. This will be communicated to the food services team in a timely manner.
- Any other changes to camper, family, staff, or volunteer dietary requirements will be communicated to the food services team as soon as possible to allow time for dietary changes/substitutions to be made.

- **Food Services Team Responsibilities:**

- Create menus for each summer camp and family camp session tailored to the diagnosis groups being served.
 - Menus are to be available before the start of the summer and can be sent to families in advance of any session if requested.
 - Individual allergy menus can be created if needed based on special dietary needs, allergies or after a conversation with the medical team.
- Communicate with Camp Director, regarding special diets, food allergies, and dietary restrictions and review all food substitutions for approval by the medical team before finalizing menu substitutions for campers with special dietary needs
- Kitchen Manager may be asked to contact families and/ or parents of campers to discuss significant food allergies and dietary restrictions and appropriate or suggested substitutions
- Special diet meals will be made to match the "regular" meal as closely as possible to ensure a feeling of inclusion.
- Special diet plates should include everything they should eat that meal so as to avoid any confusion around what is 'safe' and what is not.

- Special diet plates will be second checked by another member of the kitchen team who did not have a hand in cooking it.
 - Things to look for are – dietary restrictions/allergies compared to what is on the plate, name matches master list, cabin number is correct
- Kitchen practices, food preparation, and cleaning of utensils, equipment and counters will be done in a manner to avoid any possibility of cross contamination.
- Read all labels for food allergens AND cross contamination issues in processing to ensure:
 - No foods processed on the same line as the allergen in questions will be used.
 - NO products manufactured on the same line as nuts, including peanuts, will ever be used.
- **Meal and Snack Distribution Guidelines**
 - Meals for campers, staff and volunteers with food allergies and significant dietary restrictions will be plated in the kitchen, covered with plastic wrap and labeled as described below:
 - Label each plate for our campers with the camper's name and cabin
 - Label staff/volunteer plates with the adult's name and cabin
 - Be aware of the food allergy master list and check it for every meal and special plate to ensure that all allergies and dietary restrictions are accommodated for each camper at each meal
 - Campers' special diet plates will be requested by a staff member. This may include but is not limited to:
 - staff seated with that camper for that meal
 - cabin staff for that camper
 - medical volunteers
 - Monitor special plates-confirm the name of the person receiving each plate
 - Create a list every session of campers by cabin and activity group who will require an allergy substitution for snack. If a replacement snack is needed it will be in Trent's Cookhouse, in a designated place and will be labeled with the camper's name, cabin and activity group.
- **Departure Day meals for the bus**
 - The Camp Director will provide the kitchen manager with the names of the campers, their food allergies and dietary restrictions, and the number of persons riding the bus home on Departure Day. This information will be provided 2-3 days before a camp session ends for that session's Departure Day.