

2381 DINING HALL SCHEDULE

Chapter: **Sununu Youth Services Center**

Section: **Food Services**



New Hampshire Division for Children, Youth and Families Policy Manual
Policy Directive: _____ Approved: _____

Effective Date: **November 1, 2008**

Scheduled Review Date: **November 1, 2010**

William W. Fenniman, DJJS Director

Related Statute(s): [RSA 621](#), and [RSA 621-A](#)

Related Admin Rule(s): _____

Related Federal Regulation(s): _____

Related Form(s): _____

Bridges' Screen(s) and Attachment(s): _____

The SYSC Dining Hall provides centralized dining services for its residents, allowing for the efficient delivery of high-quality meals. Each meal is served in two shifts to half the SYSC population.

Purpose

The purpose of this policy is to establish the Dining Hall schedule.

Policy

- I. Each meal (breakfast, lunch, and dinner) shall be served in two shifts, at half-hour intervals. The first shift shall serve residents of Buildings F and G, and the second shift shall serve residents of Buildings E and H.

- A. Regular Dining Hall Schedule*

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Shift I (F & G Buildings)	6:45 – 7:15 am	11:15 – 11:45 am	4:30 – 5:00 pm
Shift II (E & H Buildings)	7:15 – 7:45 am	11:45 am – 12:15 pm	5:00 – 5:30 pm

*All weekdays except state/federal holidays that fall on a weekday.

- B. Weekend/Holiday Dining Hall Schedule*

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Shift I (F & G Buildings)	6:45 – 7:15 am	11:30 am – 12:00 pm	5:00 – 5:30 pm
Shift II (E & H Buildings)	7:15 – 7:45 am	12:00 – 12:30 pm	5:30 – 6:00 pm

*Saturday, Sunday, and state/federal holiday days that fall on a weekday.

- II. Breakfast

- A. First Shift

- Using radio contact, staff in Buildings F and G shall call Central Control for authorization to begin moving those residents to the Dining Hall. Central Control shall indicate, "Yes, it is okay to move," or "No, wait some specified number of minutes before moving."

2. After eating and bussing their tables, residents shall be dismissed from the Dining Hall by residential unit, and shall return to their units, where they shall use the bathroom, brush their teeth, and generally get ready for school.
3. Accompanying staff shall be in radio contact with Central Control regarding all resident movement.

B. Second Shift

1. Using radio contact, staff in Building H Committed (girls) and H Detained (Detention/Intake) shall call Central Control for authorization to begin moving those residents to the dining hall.
2. Residents from Building H Detained shall begin moving to the Dining Hall only after the residents from Building H Committed (girls) have received their meals and are seated.
3. After eating and bussing their tables, residents shall be dismissed from the Dining Hall by unit, and shall return to their units, where they shall use the bathroom, brush their teeth, and generally get ready for school.
4. The timing of the Detention/Intake exit from the Dining Hall shall be coordinated to avoid any interaction between detained and committed residents.
5. Accompanying staff shall be in radio contact with Central Control regarding all resident movement.

- C. Residential staff is responsible for their residents being ready to move to the Dining Hall at the appropriate time.

III. Lunch (School Days)

- A. At lunchtime, all residents are in school. At the end of fourth period, the school bell will ring and all residents shall go to their homerooms, which are comprised of residents from their unit.

B. First Shift

1. Staff shall contact Central Control for authorization to begin moving residents of Buildings F and G from their homerooms to the Dining Hall. School materials shall remain in the homerooms.
2. Those residents requiring medications at the lunch hour shall stop at the window of the medication room adjacent to the Dining Hall for proper medication administration.
3. After the meal, residents will return to their homerooms to pick up their school materials, and then go to their units, with accompanying staff.

C. Second Shift

1. Accompanied by staff, who are in radio contact with Central Control, residents of Building H Committed (girls) shall move from their homerooms to their units. Residents shall take their school materials with them to their units.
 2. At the appropriate time, staff shall contact Central Control for authorization to move residents of Building H Committed (girls) to the Dining Hall.
 3. Once the girls are seated, Operations shall authorize Building H Detained (Detention/Intake) residents to move to the Dining Hall.
 4. Those residents requiring medications at the lunch hour shall stop at the window of the medication room adjacent to the Dining Hall for proper medication administration.
 5. After the meal, residents will return to their units, with accompanying staff.
- D. Residents in Detention (Building H) shall remain in the Dining Hall until all committed residents have returned to class.
- E. From their units, residents will return to their homerooms, and shall be in classes for the rest of the day.
- IV. Dinner: According to the shift schedule described above, residents will move from their units to the Dining Hall. They shall be accompanied by staff, who are in radio contact with Central Control. Those residents requiring medications at the lunch hour shall stop at the window of the medication room adjacent to the Dining Hall for proper medication administration. After the meal, residents shall return to their units, with accompanying staff.
- V. Weekends and (Official) Holidays: All meals served on weekends and holidays shall follow the same schedule and procedures described above, with the following differences:
- A. At lunchtime, first-shift residents shall move to the Dining Hall from their units, not their homerooms.
- VI. After-Hour Access: There shall be no after-hours operation of or access to the Kitchen.