

## Classroom Cooking Session Checklist

**PRE-SESSION:** The below steps will help you prepare for a safe and productive session with students, though not all items may be relevant to every session. Email [farms@bcps.k12.md.us](mailto:farms@bcps.k12.md.us) with questions or concerns, and refer to the full toolkit for more resources and details.

- ☐ **Set goals** for my classroom cooking activity, considering how can I incorporate this programming into other learning within a specific discipline (math, science, language arts, etc.), with prior food system experiences – like a farm visit – with the school lunch program, or with locally sourced and in-season produce?
- ☐ **Selected an activity or lesson** that meets my goals and serves my specific group of students, centering equity in the planning process
- ☐ **Identified space** for the planned activities, with the following considerations:
  - ☐ Potable water and hot water access for hands and utensils
  - ☐ Outlets accessible to use cooking equipment
  - ☐ Enough space so each student can have their own place to work
- ☐ **Identified food and other supplies** needed for activity:
  - ☐ Pantry items
  - ☐ Food preparation utensils
  - ☐ Tasting
  - ☐ Cleaning and safety
- ☐ **Planned to obtain food and other supplies**
  - ☐ Identified funding sources and/or partners
  - ☐ Identified best vendors
- ☐ **Planned pre- and post-event storage** for food and other supplies
  - ☐ Cold food item storage
  - ☐ Washing food items and utensils prior to using
- ☐ **Planned for food safety** by:
  - ☐ Reviewing food safety guidelines and planning to wash items
  - ☐ Working with the school nursing regarding food allergens
  - ☐ Establishing classroom cooking food safety norms (i.e., if student drops a utensil, they need to wash before using; students may not touch others' food, etc.)
  - ☐ Establishing proper knife handling rules with students
  - ☐ Collecting parent/guardian permission slip
- ☐ **Designed evaluation plan**, which could include:
  - ☐ Materials to conduct evaluation (e.g., survey questions) before and/or after session
  - ☐ Identifying time and space for evaluation to take place

**POST-SESSION:** The following steps are recommended to consider after the session has been conducted. All items may not be relevant to every session. Email [farms@bcps.k12.md.us](mailto:farms@bcps.k12.md.us) with questions or concerns, and refer to the full toolkit for more resources and details.

- ☐ **Stored food appropriately.**
  - ☐ Food items have been cooled following food safety guidance (cooled from 135 degrees Fahrenheit to 40 degrees Fahrenheit within 4 hours).
  - ☐ Leftover food items that need to be kept cold have been properly stored in a refrigerated area.
  - ☐ Food items that students are taking home with them is in a sealed container.
- ☐ **Washed utensils.**
  - ☐ Use of potable, hot water to wash utensils.
  - ☐ Let utensils thoroughly dry before storing.
- ☐ **Completed evaluation.**
  - ☐ Gathered and organized information.
  - ☐ Analyzed and utilized pieces to assess effectiveness/learning outcomes.
- ☐ **Reflected on the activity** considering what went well or what changes you would make next time.
  - ☐ Add best practices, successes, or questions to “[Live from BCPSS](#)” on the Classroom Cooking Toolkit website.