



ILS Module 1: Handwashing and Making Lunch

Action Plan	01
Agenda	02
Grocery List	05
Materials List	07
Training Tools	08
Station Setup Plan	09
Nametag Template	12
Making a Sandwich Task Analysis	13
Spreading Task Analysis	14
Trail Mix Recipe	15
Spreading Homework	16

Plan to have a planning meeting with the ILS team one month before the program.

Planning meeting location:		Planning meeting date:
Event location:		
Event date:	Event start time:	Event end time:
Grocery store where items will be purchased:		

Who	What	By When	Completed?
	Send out action plan and agenda		
	Create nametags		
	Braille nametags		
	Designate trainer for each station		
	Order materials/groceries		
	Send homework page to braille production		
	Braille produced and delivered to instructor		
	Brailled/printed name tags (stickers) for bags		
	Gather all materials and take to training site		
	Pick up groceries		

Agenda (Fillable)

Time	Activity
	Staff should arrive 1.5 hours before the event for setup
	Arrival, nametags, hand sanitizer, agenda, quick snack
	Orientation to room for participants
	Break into groups for stations Station 1: Sandwich Building (Group 1) Station 2: Trail Mix (10 mins) Station 3: Handwashing/Nails (10 mins) Station 4: Cleaning Dishes (10 mins) Station 5: Fruits and Veggies (10 mins) Station 6: Exploring Kitchen Appliances (10 mins)
	Station Rotation: Sandwich Station (Group 2)
	Station Rotations: Sandwich Station (Group 3)
	Let's eat! Take home the food you made for tomorrow's lunch
	Wrap up and end of program

Groups (Fillable)

Group 1: Preschool	Group 2: Elementary	Group 3: Middle/High School

Rotations Schedule (Fillable)

Group/Time	Group 1 (Preschool)	Group 2 (Elementary)	Group 3 (Middle/High)
	Station 1	Stations 2, 3,	Stations 5, 6, and 4 if time
	Stations 5, 6	Station 1	Stations 2, 3 (add emery board)
	Stations 2, 3	Station 5, 6	Station 1

Staff Agenda Overview

Introduction and Orientation to Room for Participants

Station 1: Sandwich Making

(1 instructor, 30 minutes)

- Spread, stack, squeeze, sandwich bag.

Station 2: Trail Mix and Cookies

(1 instructor, 10-15 minutes)

- Put Trail Mix Recipe together in bowl and then ½ cup per baggie, 2 cookies in each baggie and seal.

Station 3: Handwashing

(1 instructor, 15 minutes)

- Play video for kids on washing hands. Show students how to get soap on brush and scrub under nails (be sure to wash tops, bottoms, between fingers, thumbs). Show how to hold an emery board and move each finger over the emery board for students who need more advanced skill.

Station 4: Cleaning Dishes

(1 instructor, 10 minutes)

- Show how you can wash a single dish or several dishes with a small bin of water, dish soap, and a dish rag. Only do this if the student is finished with Station 5 and 6. Avoid washing sharp knives to start. If student is ready for knives, show how to place the knife between the faucet and the sink backsplash with the blade toward the wall.

Station 5: Fruits and Veggies

(1 instructor, 10-15 minutes)

- Show students how to peel and section a clementine or Cuties orange. Introduce an orange peeler for kids who struggle to get the orange peel off. Have students open a pre-cut/washed carrot bag and put carrots in a baggie.

Station 6: Kitchen Tool Exploration

(1 instructor, 10-15 minutes)

- Set up trays of items the students might not have seen. Examples: Can openers, microwaveable bowl with strainer lid, food chopper, spatula, double-sided spatula, scraper, cutting board, lettuce knife, hand mixer, Say When liquid level indicator.

Wrap Up

- Homework assignment: Spreading Homework.
- Send home each child with the food they made for tomorrow's lunch.

Grocery store where items will be purchased:

For Snack With Family:

- ☐ Small water bottles
- ☐ Paper plates
- ☐ Plasticware
- ☐ Napkins or paper towels
- ☐ Meat and cheese tray
- ☐ Veggie tray
- ☐ Granola bars

To Go Home in Lunch Bags:

- ☐ Paper lunch bags (based on number of children attending)
- ☐ Juice boxes (based on number of children attending)

For Stations:

Station 1:

- ☐ Crackers (1 box should be enough)
- ☐ Bread (enough for sandwiches for participants)
- ☐ 2 choices of lunchmeat (ham and turkey or salami)
- ☐ Cheese
- ☐ Mustard (1)
- ☐ Mayonnaise (1)
- ☐ Ketchup (1)
- ☐ Butter (1)
- ☐ Lettuce (1 head)
- ☐ Soy butter or sunflower seed butter (1) (Avoid peanut butter due to allergies)
- ☐ Strawberry jam (1)
- ☐ Plastic sandwich bags (minimum of 25 bags)

Station 2:

- ☐ Small cookies (enough for each child to have 4 total, around 50 cookies)
- ☐ Pumpkin seeds or sunflower seeds (2 small bags or one large)
- ☐ Pretzels (small sticks or circle/pretzel shaped) (1 large bag)
- ☐ Raisins (2 large containers)
- ☐ Dried cranberries or dried cherries (two 12-ounce bags)
- ☐ Cheerios or Golden Grahams (1 box)
- ☐ Dark chocolate chips or M&Ms (two 12-ounce bags)

Station 3:

- ☐ Nail brush and emery board (1 per child)
- ☐ Pump hand soap

Station 4:

- ☐ Dish soap

Station 5:

- ☐ Baby carrots (1 large or 2 medium packages)
- ☐ Snack bags (minimum of 50 bags)
- ☐ Oranges (Cuties or clementines) (22 oranges)

Items instructor will bring (already have in ILS materials):

- ☐ Plates
- ☐ Paper towels or napkins
- ☐ Dish soap
- ☐ Hand sanitizer
- ☐ Dish rags
- ☐ Trays (black APH tray, jelly roll pan, or cookie sheets)
- ☐ Measuring cups
- ☐ Mixing bowls (enough for trail mix, cut veggies, and fruit)
- ☐ Zip-close bags
- ☐ Silverware (spoons and butter knives)
- ☐ Orange peeler (optional)
- ☐ Marker (thick, black or dark blue)
- ☐ Sticker name tags (large print and braille student names on tags for lunch bags, and remainder of tags for parents)
- ☐ A variety of kitchen tools and appliances (e.g., food chopper, double-sided spatula, scraper, blender, strainer)

Handouts

- ☐ Spreading Homework page (large print (LP) or braille (Brl))
- ☐ Trail Mix Recipe (LP or Brl), lamination optional
- ☐ Three-ring binder for each child (optional)

Cooking Tips

The document below contains a large number of important tips and resources for cooking as a person who is Blind or Visually Impaired.

[MDE-LIO Cooking Tips Document](https://bit.ly/30f7oy2) (bit.ly/30f7oy2)

Training Videos

The videos below are helpful supplements for Module 1. These could be used when working with a student who has mastered the skills listed in Module 1 and needs a more challenging task.

[Making a Sandwich](https://bit.ly/3gfajMq) (bit.ly/3gfajMq)

[Preparing Fruits and Vegetables](https://bit.ly/314rQ3w) (bit.ly/314rQ3w)

[Cutting Vegetables Safely](https://bit.ly/2XswS96) (bit.ly/2XswS96)

Training Video for Washing Hands

The video below is a fun cartoon to teach children about washing their hands and why they need to wash their hands.

[How to Wash Your Hands](https://bit.ly/3RYtEVA) (bit.ly/3RYtEVA)

Special Note

Be sure to also check out the Task Analysis for Making a Sandwich, Task Analysis for Spreading, and the Recipe for Trail Mix in Module 1. These three documents should be provided to any staff working with students during the training. The Trail Mix document can be provided for students in their preferred medium. It is recommended that students gather all recipes in a three-ring binder for future use.

- Staff should arrive 1.5 hours ahead of families and set up all stations.
- Have one staff member pick up groceries from an order-ahead grocery store approximately 2 hours before the program start time.

Check-In Station

Nametags arranged in alphabetical order (all nametags with large print and braille). Have sticker nametags and a thick black marker for parents to write their own (the parent who is attending often changes, whereas the child who is attending does not). Have hand sanitizer at the station.

Snack Station

Near the check-in station, set up a small station for families to grab a quick snack; most families are coming from work if you have it in the evening. Make sure you have snack plates, serving utensils, napkins, and water bottles available.

Discussion Area

Set up an area for families to sit prior to starting at the stations (several large tables in a U shape or rectangle shape works well). It is best to not have families sit at the stations prior to instruction; it will keep each station intact and help them focus on your discussion.

Station 1: Sandwich Building

1. Use a long rectangular table, if possible, and set up for two children on each side of the table so there is space for an adult helper.
2. Set trays for up to four children at table (may use a chair for small children or no chair for taller children).
3. Place a dish rag for each child at the top corner of tray.
4. Place a plate and butter knife on each tray.
5. In the middle of the table, place:
 - Bread (unopened)
 - Plates (paper, plastic, or glass)
 - Sunflower butter (on table or in cabinet)
 - Zip-close sandwich bags

6. In refrigerator or cooler (set at table just before start time), place:

- Lunchmeat
- Cheese
- Lettuce
- Condiments
- Jam

Station 2: Trail Mix

1. Set tray for each child (up to 4).

2. In center of table, place:

- Measuring cups
- Zip-close bags
- Pretzels, raisins, sunflower seeds, cereal, dried cranberries
- Cookies (2 per baggie)

Station 3: Handwashing

1. Locate this station near a sink (in a small bathroom works well).

2. Place pump hand soap on right-hand side of sink.

3. Place a small bowl with nail brush for each child at a table (allow child to take home afterward to continue practicing this skill).

4. Provide nail files for older students (allow to take home their file when finished).

5. Provide paper towels (either in container on a wall or sitting on a table).

6. Place a garbage can nearby.

Station 4: Dishwashing

1. Set up at a kitchen sink:

- Dishrag or sponge
- Wash basin (or you can just use the sink)
- Dish soap
- Drying rack or towel to set clean dishes
- 2-3 towels for drying

Station 5: Fruits and Veggies

1. Set up table with tray for each student (3-4 at the station).
2. In the middle of the table, place:
 - Zip-close bags
 - Pre-washed carrots still in the bag
 - Cuties or clementine oranges in a bowl
 - An orange peeler in the center of the table
3. Place a dishrag at each top right corner of the tray.

Station 6: Kitchen Utensils/Appliance Exploration

4. Set up trays on a table to allow for exploration (3-4 trays).
5. Place various kitchen utensils and small appliances on each tray (each tray is different).
6. Have chairs available.

Creating Nametags

1. In Microsoft Word, in your top ribbon, go to the Mailings heading.
2. Select Labels from the Create section.
3. Select Options from the Envelope and Labels pop-up box.
4. Select the Label Vendor you are using.
5. Select the code for the correct product number for the label you are using.
 - Product numbers can be located on the packaging and often on the label page.
6. Create labels to fit in vinyl ID holder so you can use them again.
 - Use approximately 48-point font (Verdana, Arial, Calibri; anything that is sans serif)
 - Place clear braille sticker labels on each name badge holder so the child can find their own nametag.
 - Place the nametags for the children in alphabetical order on a table clipped to a piece of cardboard so it is easy to transport in a binder and the badges aren't falling on the floor when the child looks for their name.

For the parent nametags, consider bringing disposable stickers, as the same parent does not always attend.

Objective

Student will show competence in making a sandwich by:

- Measuring the desired amount of product for spreading.
- Transferring the product to the bread without dropping any of it.
- Covering the entire surface of the bread without breaking it or smearing on fingers.

Technique

1. Clear a flat working area.
2. Place all supplies on a tray.
3. Place the bread in the center of the plate.
4. Locate the container and bring it closer to the plate.
5. Hold the knife in your dominant hand and secure the butter dish/condiment jar with your free hand.
6. Turn the cutting edge of the knife toward your body and scoop under the butter/condiment.
7. Use the thumb and middle finger of your other hand to secure the bread in a stationary position.
8. Place the butter/condiment on the center of the bread:
 - Spread in an organized pattern.
 - Spread from far right-hand corner working toward front-right corner.
 - Spread from right to left and top to bottom, or center to outside.
9. Monitor tactilely, if necessary:
 - When making peanut butter and jelly or lunchmeat sandwiches, the condiment sides are placed touching each other.
 - When making grilled cheese, or similar grilled sandwiches, the buttered sides are on the outside of the sandwich and the cheese is between the unbuttered sides of the bread.

For small children, you may use crackers and pre-cut cheese to practice stacking skills.

- Spreading semi-solid foods involves an organized pattern.
- Estimating the amount of food to be spread takes practice on a consistent basis.
- The amount of food on the knife can be determined by the weight of the knife.

Spreading Techniques

1. Top to bottom
 - Find bottom of butter knife by feeling for serrated edge.
 - Place food to be spread across top of bread, cracker, etc.
 - Spread food from top to bottom using the entire flat portion of the knife.
2. Left to right
 - Find bottom of butter knife by feeling for serrated edge.
 - Place food to be spread down left side of bread, cracker, etc.
 - Spread food from left to right using the entire flat portion of the knife.
3. Center to outside
 - Find bottom of butter knife by feeling for serrated edge.
 - Place food to be spread in center of bread, cracker, etc.
 - Spread food from center toward each corner using the entire flat portion of the knife.

Ingredients

- 1 cup small pretzels
- 1 cup raisins
- 1 cup sunflower seeds
- 1 cup cereal of your choice (Cheerios or Golden Grahams work well)
- 1 cup dried cherries or cranberries
- 1 cup M&Ms or dark chocolate chips (optional)

Instructions

In a large bowl, add 1 cup of each of the ingredients and mix together with a large spoon or hands. Scoop out a ½ cup serving into a small container or a zip-close bag. This recipe is very versatile. You can add a number of different ingredients based on your preferences.

Servings: Approximately 10–12

Spreading Techniques

Many trail mix recipes call for peanuts or tree nuts, but due to allergies, we have opted to omit them.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Practice spreading three times per week using a variety of foods.

Practice using an item from each column and write the number and letter in the appropriate square.

Foods:

1. Bread
2. Crackers
3. Bagel
4. Roll
5. English Muffin
6. Cupcakes
7. Other

Spreads:

- A. Butter
- B. Jelly
- C. Peanut Butter
- D. Cream Cheese
- E. Condiments
- F. Frosting
- G. Other