

Program Guidelines

Student Nutrition Programs- Central West Region

This document provides guidance for ensuring the effectiveness of student nutrition programs managed within central West Region.

School/Program Coordination

- Signed agreements between the school/programs and CPP that identifies roles, responsibilities and expectations are easily accessible. Each school/program has a coordinator assigned to coordinate program activities
- School coordinators and on-site volunteers are aware of School board policies relating to fire; allergies, Sabrina's law; child abuse protocol and emergency lock-down procedures
- Attendance is taken at all breakfast programs to ensure safety of children entering and exiting the program
- A safe, hygienic and welcoming environment will be provided to participants
- A Program Committee consisting of Principal or designate, parents and community representation to serve in an advisory capacity

Student Nutrition

- Programs meet Nutritional guidelines developed by MCYS
- Menus are developed, maintained and available upon request
- Sufficient food quantities are available for children
- A breakfast must provide 3 of 4 food groups and snacks provide 2 of 4 food groups

Volunteer Support and Training

- All volunteers complete an orientation for involvement
- Police clearances are performed on all volunteers and available to MCYS or host agencies upon request
- All volunteers must follow safe food handling practices/local guidelines
- During the operation of a program, at least one person on site must have first aid training
- Meetings held annually with registered dietitians and public health inspectors to help strengthen local programs

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- The School Coordinator should attend both safe food handling and first aid training and encourage their volunteers to attend session when offered
- A volunteer appreciation program is developed to recognize volunteer support

Participation

- SNP will be accessible to children regardless of income
- Children and families are made aware of the program through a separate communication provided at the beginning of the school year
- For breakfast and lunch programs, a signed consent is on file allowing participation as well as identification of allergies or limitations
- For snack programs, a separate communication is on file that specifies parents NOT wanting their child to participate in the program
- Records indicating the number of children/youth participants as well as number of meals served will be maintained on a regular basis

Financial Accountability

- Report forms will be submitted to the Community Coordinator according to deadlines provided
- Receipts will be maintained for all purchases and submitted with reports
- Honourariums or any financial compensation provided to volunteer must be receipted
- Records will be maintained and may be subject to audit
- Parental contributions are encouraged to off-set costs, but not a pre-requisite of program involvement
- A program budget is developed that indicates expenses, revenues and in-kind support
- All assets are intended for the use of nutrition programs. In the event of program closures, assets will be returned to your community partnership

Evaluation

- Feedback will be given seeking feedback from children, teachers, parents and volunteers about the program
- The Regional Manager hosted by Boys and Girls Club of Peel, Executive Director of Boys and Girls Club of Peel or the CYS Program Supervisor, will visit 10% of programs in communities annually to support and extend recognition to programs participating within Central West Region

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