

## **Kids Cafe site and New Jersey Community FoodBank Participation Guidelines**

### **A Kids Cafe site must:**

- Be an after-school program managed by a 501c3 organization that offers children educational activities.
- Have been in operation at least one year.
- Be located in an area where the nearest school has at least 50% of their students qualifying for free or reduced lunches.
- Not have participation fees that would make the site inaccessible to low income children.
- Serve meals provided by Community FoodBank at least two days a week.
- Have an average daily attendance of no less than 10 children.
- Be able to receive deliveries between 8am and 3pm. Meals will be delivered frozen the day before they are to be served. Monday meals are delivered on Thursdays.
- Have adequate kitchen facilities available including space for a refrigerator and a stove.
- Have at least one certified food handler on staff.
- Have someone available to reheat meals. Sites report it takes about one to two hours to reheat the food.
- Have someone to serve the meals according to program requirements, which require meals to be counted as they are served.
- Ensure site is safe and secure.
- Provide documentation of an annual fire inspection.
- Have a contact person responsible for submitting required reports and for communication with New Jersey Community FoodBank.
- Have an onsite phone and fax machine that is able to receive faxes at all times.
- Complete reports as requested, including monthly nutrition education activity report and quarterly nutrition surveys.
- Attend Kids Cafe orientation and annual meal service training.
- Incorporate a minimum of 4 monthly nutrition education activities.
- Be available for site visits conducted during meal times by New Jersey Community FoodBank staff.
- Sign a Kids Cafe trademark agreement for use of the Kids Cafe logo.

### **The New Jersey Community FoodBank will:**

- Provide nutritious meals for the site in a safe, sanitary manner at no charge.
- Provide sites access to other foods and services available to New Jersey Community FoodBank member agencies.
- Train site staff to manage the meal program in compliance with requirements of the New Jersey State Board of Education and the United States Department of Agriculture.

- Process the bulk of the paperwork required by the program to ensure the sites do not have to pay for the meals provided.
- Provide nutrition education activities and evaluation materials.
- Provide reports specific to site's nutrition education activity and evaluation.
- Work with the site to evaluate the impact of the program.
- Visit sites on a regular basis.
- Provide the opportunity to network with similar programs.
- Provide access to educational opportunities for Kids Cafe staff.
- Provide public relations opportunities as they come up.
- Provide opportunities for funding to the organization managing the program.
- Direct program-related donations to Kids Cafes.