

SPRING BRANCH ISD

CHILD NUTRITION SERVICES

GUIDELINES FOR SERVING AFTER SCHOOL SNACK PROGRAM.

The Program Coordinator of the After School Program must have to contact the Federal Program Supervisor, Michelle Dickson at 713-251-1154 or monica.dickson@springbranchisd.com, 3 weeks prior to program start date.

1. The following information will be needed:
 - Program Location
 - Name of Program
 - Name and contact of person in charge the program
 - Name and contact of person designated to pick up the snack
 - Number of expected enrrollent per day.
 - Days that you will need the snacks.
2. Manager will prepare snacks acording to the number of students enrolled in the program and following the procedure. (Snack must contain 2 components: Fruit/vegetable, meat-protein, grain,milk)
3. Person in charge of the program is responsible to sign the Snack Compliance Form when He/She picks up the snack (It will be in a folder with the prepared snacks)
4. Person in charge of the program is responsible to provide a daily attendance roster of the student who take a complete snack. (A template roster will be provided if you need it. This roster will be in a folder with the prepared snacks)
5. Every student enrolled in the program will be provided with 1 complete snack.
6. Make sure to check each student taking a meal on the roster at the time of distribution.
7. The person in charge of the program will return any leftover items to the Cafeteria. Make sure to leave the roster daily. The rosters must be kept on file in the cafeteria office.
8. Manager will confirm that the number of snacks returned matches the number of snacks offered less the number of check marks on the roster.
9. The number of snack served will be entered into the Child Nutrition software acording to the instructions of entering bulk meals.
10. The total number of snacks served is reflected on the Edit Check Report, which is used to file Reimbursement.