



# Program Guide

## Site Responsibilities

### Client Identification

- **School Year:** Students aged 5 - 18 enrolled or participating in an after school program
- **Summer:** Anyone 18 years of age and under

### Site Activities

- **School Year:** Eligible after-school programs include but are not limited to tutoring, student clubs, athletics, and other consistent extracurricular activities.
- **Summer:** Although not required, activities are highly encouraged to encourage consistent attendance. St. Mary's can provide resources on possible activities for your site.

### Staffing

- Provide adequate staff and/or volunteers to care for children, hand out meals at serving time, and fill out a one-page form tracking meals distributed each day meals are served. We require 1 staff for every 20 children.
- Verify staff has undergone background checks.

### Storage

- Provide refrigerated storage to hold the meals onsite.
- Approximately 40 meals or 75 milk cartons per crate.
- If refrigerator storage is not available at your site, St. Mary's may be able to provide a unit for the duration of the meal service at no cost.

### Food Safety

- It is ideal that at least one person (preferably the person distributing the food) will obtain a Food Handler Card. Or, St. Mary's will provide the necessary food safety training to satisfy this requirement.



### About

St. Mary's Food Bank's Kids Cafe Program provides a nutritious meal to all school-age children.

There are two timeframes in which this program is offered: school year and summer.

### Questions

Contact a Child Nutrition Program Manager

Terra Masias  
tmmasias@firstfoodbank.org  
(602) 343-3124





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### Reporting

- Complete a daily meal count form (provided by St. Mary's) to track the number of meals distributed.
- Submit meal count forms every Monday for the previous week.
- Provide at least a 48-hour notice for cancelations or changes.

### Distribution Area

- Provide a safe and comfortable sitting area for children to eat (meals can be served outside, weather permitting.)
- All meals must be consumed on-site.

### Distribution Process

- Offer meals at least three days per week Monday-Sunday a minimum of 20 meals per day or 60 meals per week.
- **School Year:** Meal service times are flexible, depending on a site's program schedule and staff availability, however, it should always be during after-school hours.
  - Mealtimes may range from 30 minutes to 2 hours if the food can be stored safely, and the service can be supervised.
  - Early release times can be accommodated upon approval by the site specialist.
  - Meals can be used as lunch on Saturday and Sunday.
  - Sites can serve in their cafeteria or in their individual classrooms as approved by the site specialist.
- **Summer:** Meal service times are flexible. Breakfast can be served anytime before 12 pm. Lunch or supper can be served anytime after 12 pm.
  - Mealtimes may range from 30 minutes to several hours depending on how many meal types you choose to serve, provided the food can be stored safely and the service can be supervised.



## Next Steps

Contact a Child Nutrition Program Manager

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The Kids Cafe program is a federally funded program through the USDA's Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) and as such is subject to their policies and procedures.

This institution is an equal opportunity provider.

