**Starting a Student Nutrition Program (SNP): Pre-Planning Checklist**

Updated August 2022

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| 1. **Put together a team of SNP champions**
 | **Notes** |
| * School staff
* Parent council
* Parents/Community Volunteers
* Students
 | *Our SNP Champion Team consists of:* |
| 1. **Assign Tasks to your SNP team**
 | **Notes** |
| * Who will be the SNP Lead(s)?
* Who will track and submit monthly reports?
* Who will manage the finances?
* Who will fundraise and/or write grant applications?
* Who will prepare/serve food each day?
* Who will shop for food? (In-store? Online?)
 | *Each SNP team member commits to doing the following:* |
| 1. **What kind of SNP program will you offer?**
 | **Notes** |
| * Breakfast (before the morning bell)- 3 food groups
* Morning Meal (after the morning bell)- 3 food groups
* Snack- 2 food groups
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| 1. **What will you serve? What are some menu ideas?**
 | **Notes** |
| * Fruit OR vegetable must be served ***every day***
* Be sure to review the [nutrition guidelines](https://files.ontario.ca/mccss-2020-student-nutrition-program-guidelines-en-2021-11-29.pdf) and the Serve/Do Not Serve list of foods
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| 1. **How and where will you serve your snack/meal?**
 | **Notes** |
| * Grab N Go
* Classroom bins
* Sit-down meal
* In what location(s) will you offer SNP? Is it accessible to all? Can students access food without feeling singled out?
 | *Our school will serve a snack/meal in the following location(s):* |
| 1. **How much will you serve per day? How much will it cost?**
 | **Notes** |
| * Approximately how many children will take food each day?
* How many snacks/meals will you make available each day?
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| 1. **How will you fundraise to support your SNP?**
 | **Notes** |
| * School donations, parent council, local businesses
* Fundraising; grants; other
 | *Our school will commit to the following to raise money:* |
| 1. **What equipment & supplies do you need?**
 | **Notes** |
| * Fridge
* Containers for Grab N Go or Classroom Bins
* Supplies for breakfast/meal preparation and serving
* Other
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| 1. **Food Safety**
 | **Notes** |
| * Understand difference between [low-risk and high-risk foods](https://www.foodforlearning.com/foodsafety) and preparation
* At least one person has a certificate in safe food handling
* Sign up for free training for program volunteers/staff
 | *In our school, the following person(s) have/will have Safe Food Handling certification:* |
| 1. **Buying Food- where/how will you buy food?**
 | **Notes** |
| * Online- OSNS; Healthy Selections; Other
* Stores
 |  |
| 1. **Promoting SNP**
 | **Notes** |
| * How will you let staff/parents know? How to get buy-in?
* How will you encourage students to participate?
* How will you ensure it’s accessible? Non-stigmatizing?
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**SNP Best Practices: What the Research Suggests**

***Reasons for low participation:***

* Taste/little variety
* Eating outside of the classroom
* Eating/grabbing food in the foyer/outside of classroom (especially the Main Office)
* Singling out students that ‘need’ food (by location or naming students)
* Questioning why students need food
* As age goes up so does embarrassment (e.g. high school); they want to be with friends/eat the same foods

***Reasons for higher participation:***

* More students will participate in a morning meal (around 10am) and served in the classroom – 89% (versus 52% in foyer upon arrival)
* Sit down instead of Grab N Go (e.g. breakfast in classroom has higher participation)
* Offer healthy food while meeting student preference
* Supply nutritional information- empower students and parents
* Promote widely in school, *but starts with staff buy-in*