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## **REQUIREMENTS FOR BRIGHTER BITES SITES**

*The following requirements apply to all Brighter Bites sites in all cities.*

### Produce Distribution—Bagging

- Appropriate INDOOR bagging space with adequate supplies (gym, cafeteria, multi-purpose room) and a point of access for a delivery truck and electric pallet jack.
  - Large trashcans, minimum of two dollies/flatbeds, minimum of 4 large tables
- Distribution space that is the same as bagging space, to reduce the movement of bags and maintain the integrity of produce.
- School's Volunteer Coordinator recruits parent or community volunteers for every produce-bagging day (minimum of 10 volunteers per 100 families served).
- Principals encouraged visit to a minimum of 2 produce bagging periods per semester to contribute to the co-op piece of the model and show their support for the volunteers.

### Nutrition Education

#### Coordinated Approach to Child Health (CATCH)

- All main classroom teachers complete and log CATCH lessons depending on their level of implementation:
  - 6 lessons per year for Bronze level schools (first year sites only).
  - Each subsequent year of programming your school will be asked to teach additional lessons.
  - All lessons logged on track.brighterbites.org.
- P.E. Coaches complete and log 6 P.E. CATCH activities for Bronze level schools (first year sites only)
  - Each subsequent year of programming your school will be asked to teach additional PE activities.
  - All P.E. activities logged on track.brighterbites.org.
- School forms CATCH/Coordinated School Health/Wellness Committee to implement additional CATCH components, such as star tasks, and identify and enact school driven wellness initiatives.
- School hangs GO SLOW WHOA posters provided by Brighter Bites
- Principal adheres to Brighter Bites-CATCH Checklist, which outlines how principals may support CATCH in their schools.
  - Examples: Making the announcements mentioned below and providing positive reinforcement for both teachers and students.
- Principal sends email reminders to teachers about completing and logging CATCH lessons.

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#### Produce Activities

- All main classroom teachers complete weekly produce activities.
- All produce activities logged on [track.brighterbites.org](http://track.brighterbites.org) each week in each classroom.
- Principals make weekly announcements after bagging is over to remind teachers to complete a produce activity.

#### Training

- Prior to the start of school, invite Brighter Bites staff to give a 60-minute presentation to all main classroom teachers and PE teachers about their role in the Brighter Bites co-op as outlined above.
- Send school health champion or main point of contact (or other appropriate site representative) to an annual 1-day CATCH training offered in the fall (*where applicable*)
- Send your CATCH/Coordinated School Health/Wellness Committee to an annual Nutrition Education Workshop. Date and time determined by your city's Brighter Bites team. (2 hours)

#### Fun Food Experience

- Brighter Bites distribution time aligns with dismissal or occurs immediately following dismissal so that parents and children may participate in the observational learning experience together.
  - *Distributions are not permitted before school dismissal.*
- Principal and faculty support Brighter Bites' efforts to encourage parents to bring their children to distribution.
- Principal is encouraged to stop by a minimum of 2 distributions per season to contribute to the co-op model.

#### Communication

- Principal circulates and supports Brighter Bites Teacher and Staff Participation Policy, which outlines the differences between Main Classroom, P.E. teachers, and other school staff.
- Access to principal and main point of contact via email and periodic meetings, including but not limited to:
  - Meeting before distributions begin at the beginning of the school year.
  - At the end of each semester to review school's performance regarding all Brighter Bites pillars.

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- Principal follows up with teachers regarding their Nutrition Education requirements throughout the year: CATCH Lessons, P.E. CATCH Activities and Produce Activities.
- Principal makes weekly morning announcements on Brighter Bites day using a script provided by school's program coordinator.
- Allow Brighter Bites to put up external signage on school campus to remind parents of Brighter Bites day.

### Promotion

- Print enrollment flyers (up to 2 pages per student) to send home with students at the start of the school year.
- Print spring dates flyers (1 page per student) prior to the start of the spring season.
- Recruit families to sign up in the first two weeks of fall and participate in program for at least 12 out of 16 weeks.
- Encourage faculty and staff to speak with kids and their parents about Brighter Bites and strongly promote enrollment within the first two weeks of fall programming.
- Allow Brighter Bites time to speak with parents to help in recruitment efforts at the beginning of the school year during Open House or Meet the Teacher.
- Show parents the Brighter Bites Parent Participation Video (<https://www.brighterbites.org/participate/>) through email or text, or at back-to-school events at the beginning of the school year.
- Advertise Brighter Bites on the school website and Facebook page.
- Invite Brighter Bites to school events such as health fairs and CATCH night.
- Allow Brighter Bites to utilize a bulletin board on campus throughout the year.

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