

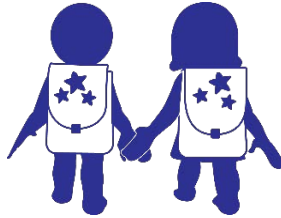


BackPack Weekend Food Program

SCHOOL BOOKLET 2020-21

BackPack Weekend Food Program, Inc.

P.O. Box 551030 | Gastonia, NC 28055 | www.bwfp.org



School Coordinator Guidelines

STUDENT IDENTIFICATION

- Consult with social worker, guidance counselor, teachers, nurses and principal to identify students' need to participate in the program. Refer to Student Selection Guidelines.
- Secure an enrollment form for each participating student, which must be completed and signed by the student's parent or guardian.
- Report any allergies documented on the enrollment form to the BWFP via email. The allergy will be reviewed by the dietitian. (Students that have **milk** or **wheat allergies** cannot be accepted into the BWFP, nor those with severe allergies requiring a food plan or EpiPen).

STUDENT ENROLLMENT NUMBERS

- Maintain a list of students enrolled in the program and report numbers to the BWFP Office. Any change in student numbers - either increase or decrease - should be reported to the BWFP AS SOON AS THE CHANGE OCCURS. Do not contact the partner about these changes. The BWFP will contact the partner to work out any details associated with the number change and if the request can be accommodated. This is important to maintain our database accurately.

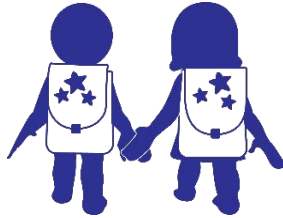
DISTRIBUTION OF FOOD BAGS TO STUDENTS

- Work with your principal to set a schedule for the best distribution method of the food bags each week. A back-up person at your school should be designated to distribute the food bags in case the assigned person is not available. *If the food bags are not distributed due to lack of back-up, then the students go home without their weekend food. This defeats the purpose of the BWFP.*
- Food bins should be delivered the **day before** they are to be distributed to the students. If the partner church or organization fails to deliver on the designated day,
 1. Contact the partner coordinator. If no results,
 2. Contact the BWFP by phone or email as soon as possible and they will attempt to correct the problem.
Email: suzanne@bwfpgc.com or dallas@bwfpgc.com. Phone: 704-689-3363.
- Maintain a list of those students who are absent from school on the day of distribution. Please ensure they receive their food bag on the first day they return to school.

ALLERGIES

- If you have a student with an identified allergy, check the food bins carefully for any food bags that are labeled as allergy bags. Be sure to give that allergy food bag to the designated student(s).

Remember, the partner does not have names of students, so they will mark the food bag with the word ALLERGY (ex. Peanut, Cinnamon, Strawberry, etc.) and also the food bin. If the food bags or the food bins are not clearly marked, please notify the BWFP by email so the problem can be corrected.

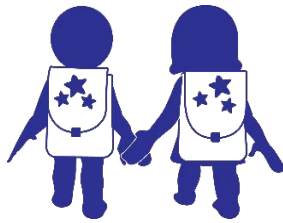


Student Selection Guidelines

**Social Workers, Guidance Counselors,
Teachers, School Nurses and Principals**

The Backpack Weekend Food Program is not an entitlement program, but a need-based program.

- Students selected for the BWFP must be recognized as having a true need for weekend food.
- Many students recommended for the BWFP will be eligible for school meal programs.
- Possibly an interview with parent or guardian to evaluate need.
 - EX. a. Single family home
 - b. Living with grandparents on fixed income
 - c. Change in family income due to job loss or layoff
 - d. Homeless
- Encourage teachers to be a part of the selection process.
- Encourage teachers to report any abuse of the program that could lead to termination of the student's enrollment in the BWFP.
- Review the students enrolled in the program mid-year and evaluate the family situation for continued enrollment in the BWFP.
- If the student has siblings enrolled in your school, the siblings should be considered for the BWFP as well.
- If the student has siblings attending other schools in the system, take a moment to contact the counselor or social worker at the sibling's school so they too can be considered for the BWFP.
- Keep an active waiting list of students in need of the program.



Information for Teachers

What is the BackPack Weekend Food Program, Inc.?

The BackPack Weekend Food Program, Inc. (BWFP) provides a bag of nutritionally-balanced food for children who might otherwise have very little to eat on the weekend so they can return to school better able to learn. Each bag contains food items that are nonperishable and individually portioned.

The program was designed so that each school is partnered with a church or organization that delivers food bags for students each week to take home on the weekend. Partners pack the food bags, place them in covered plastic bins and deliver them to the school. Delivery times should be agreed upon in advance and approved by the school principal. Food bags should be distributed to students by a designated person at the school. The cost of the food bags is incurred by the church or organization through donations from their members and community supporters and the general fund of the BWFP.

How can teachers help?

The BWFP sincerely hopes that the distribution of the food bags will not increase your workload or responsibilities. The BWFP aims to support you and make the distribution of food bags as simple as possible.

You can help us by:

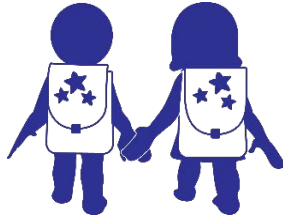
- Recommending any of your students whom you think would benefit from having this food assistance to your school coordinator. See Student Selection Guidelines.
- Working with your school coordinator to distribute the food bags to your students participating in the program.
- Reminding students not to open the food bags in school, on the bus or in front of other students.
- Reporting any abuse of the program to your school coordinator.
- Letting your school coordinator know how the program is benefiting your students and providing suggestions for improvement.

We invite your feedback and collaboration with the **BWFP** for its continued success. We hope the BWFP will improve the health, behavior and classroom achievement of your students. Thank you for your help.

Food Delivery Schedule 2020

PLEASE NOTE: Food bags should be delivered to schools on Mondays. This schedule is only through the end of 2020 in the event school operations change in 2021.

<u>DELIVERY DATE TO SCHOOL</u>	<u>MENU #</u>	
Monday, October 12	1	
Monday, October 19	2	
Monday, October 26	1	
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Monday, November 2	2	
Monday, November 9	1	
Monday, November 16	3	
 <u>There will be no food bag deliveries the week of Thanksgiving.</u>		
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Monday, November 30	1	
Monday, December 7	2	
Monday, December 14	3	(last delivery for 2020)



Inclement Weather Guidelines

- Delivery dates are subject to change due to inclement weather school closings.
- If schools are closed for several days and the delivery date is missed, partners are asked to please take the food bags the first day the students return to school.
- School coordinators should distribute food bags to students on the first day they return to school.