

## Site Assessment Rubric

Provincial funding for local student nutrition programs is allocated to local programs that are dedicated to meeting the following criteria:

	Beginning	Developing	Accomplished	Exemplary
Quality Standard	Description of identifiable performance characteristics reflecting a <b>beginning</b> level of performance.	Description of identifiable performance characteristics reflecting <b>development and movement toward</b> mastery of performance.	Description of identifiable performance characteristics reflecting <b>mastery of performance.</b>	Description of identifiable performance characteristics reflecting the <b>highest level of performance.</b>
Universally Accessible	<ul style="list-style-type: none"> <li>-Program operates 2 days per week</li> <li>- May not be easily accessible to all children at the site.</li> <li>-Student participation in a snack program is 20% of total school enrollment; for a breakfast/early morning meal or lunch programs,</li> </ul>	<ul style="list-style-type: none"> <li>- Program operates 2 days per</li> <li>- Most students are able to easily access program.</li> <li>-Plans to move program to 3 days per week-</li> <li>Student participation in an snack program is 30-50% of total school enrollment; for breakfast/early morning meal/lunch program participation is 20% and/or serves at least 30 students</li> </ul>	<ul style="list-style-type: none"> <li>- Program operates 3 – 5 days per week</li> <li>-Students are able to easily access program</li> <li>-Student participation in a snack program is 50-80% of total school enrollment; for an breakfast/early morning meal/lunch participation is 30% and/or serves at least 50 students.</li> </ul>	<ul style="list-style-type: none"> <li>Program operates 5 days per week.</li> <li>- All students can easily access the program.</li> <li>-Student participation in snack program is over 80 % of total school enrollment; for a breakfast/early morning meal/lunch participation is over 30% and/or serves over 50 students.</li> </ul>

	participation is 10% and/or serves at least 20 students.			
Parental contributions and Local Fundraising	Local fundraising and partnership development is attempted through letters home and school newsletters.	<ul style="list-style-type: none"> <li>- Contributions are asked for at least once throughout the school year.</li> <li>-Program supports small school fund raisers that will contribute an amount equal to at least 5% of the MCYS grant.</li> <li>- Program actively reaching out to the potential community partners through letters, newspaper articles and signage at the school.</li> </ul>	<ul style="list-style-type: none"> <li>-Contributions are asked for regularly throughout the school year.</li> <li>-Program supports school fund raisers that will contribute an amount equal to at least 10 – 15% of the MCYS grant.</li> <li>-Program receives regular donations from a community partners,</li> </ul>	<ul style="list-style-type: none"> <li>- Contributions are asked for on a monthly basis.</li> <li>- Program receives regular donations from a multiple community partners</li> <li>-Program has ongoing fundraising activities.</li> <li>- Program fundraising and local donations provide an amount equal to or greater than 15% the amount of MCYS funding received</li> </ul>
Nutritious food in a safe environment	- Foods served meets nutrition guidelines less than 50% of the time.	- Foods served meets nutrition guidelines 50 - 80% of the time	-Foods served meets nutrition guidelines over 80% of the time.	-Foods served meets nutrition guidelines 100% of the time.
Use PH Guidelines	- Kitchen facilities support low risk foods	- Kitchen facilities support low and/or medium risk food being	- Kitchen facilities supports medium - higher risks foods	- Kitchen facilities exceed local public health guidelines and supports

	<p>being served.</p> <ul style="list-style-type: none"> <li>- Working towards developing a prep area and purchase of food equipment that will allow wider variety of menu choices.</li> <li>-Safe food handling awareness training is offered</li> <li>- SNP coordinator completes training.</li> </ul>	<p>served.</p> <ul style="list-style-type: none"> <li>- Coordinator and volunteers consistently attend safe food handling training and/or have connected with local public health unit for information on safe food handling.</li> </ul>	<p>being served.</p> <ul style="list-style-type: none"> <li>- Coordinator and volunteers attend safe food handling training and some have safe food handling certification.</li> </ul>	<p>high risk foods being served.</p> <ul style="list-style-type: none"> <li>- Menu is extensive and offers wide variety of foods.</li> <li>- Coordinator and volunteers have completed safe food handling certification.</li> </ul>
<p>Local Program Committee</p>	<ul style="list-style-type: none"> <li>-Program has one SNP coordinator (staff, parent or community member).</li> <li>School newsletter includes mention of SNP at least once per school year.</li> <li>-Limited recruitment of volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>-Program has 1-3 volunteers (staff, parent and/or community member)</li> <li>-Program coordinator utilizes a communication log.</li> <li>-Attempts to recruit volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>-Program has 3- 5 volunteers(staff, parents and/or community member)</li> <li>-Program coordinator utilizes a communication log and holds nutrition committee meetings.</li> <li>-Volunteers are actively recruited.</li> <li>-Volunteers attend at least 1 workshop offered by the partnership.</li> </ul>	<ul style="list-style-type: none"> <li>-Program has 5 or more volunteers.</li> <li>-Nutrition committee meets regularly.</li> <li>-Volunteers are actively recruited and nutrition committee has succession plan in place.</li> <li>-Nutrition committee actively seeks community partnerships with local businesses, service clubs, farmers etc</li> <li>-Volunteers attend all workshops.</li> <li>- Program provides bi-monthly or monthly</li> </ul>

				information to parents and/or school staff.
Financial Accountability	<ul style="list-style-type: none"> <li>-Program has separate envelope account within school's banking program.</li> <li>-Financial statements need to be requested.</li> <li>-Receipts on site.</li> </ul>	<ul style="list-style-type: none"> <li>-Program has separate envelope account within school banking program.</li> <li>-Financial statements not always provided in a timely manner.</li> <li>- Follow-up is usually required for accuracy.</li> <li>-Receipts on site.</li> <li>-Program demonstrates limited financial planning and/or budgeting skills.</li> <li>-Program needs assistance in completing financial reporting to other funders.</li> </ul>	<ul style="list-style-type: none"> <li>-Program has separate envelope account within school banking program.</li> <li>-Financial reports provided as requested.</li> <li>-Minimal follow up required.</li> <li>-Receipts on site</li> <li>-Program funds can be traced in accounting software.</li> <li>-Program demonstrates good financial planning and budget skills.</li> <li>-Program requires minimal assistance in financial reporting to other funders.</li> </ul>	<ul style="list-style-type: none"> <li>Program has separate envelope account within school banking program.</li> <li>-Financial reports provided as requested.</li> <li>-No follow up required.</li> <li>-Receipts on site and well organized.</li> <li>-Program funds well documented within accounting software</li> <li>-Program demonstrates excellent financial planning and budget skills</li> <li>-Program completes additional financial reporting to other funding with no assistance.</li> </ul>
Data Provision	<ul style="list-style-type: none"> <li>- Program coordinator/volunteer received web-tracker training.</li> <li>-Program completes web tracker reporting with assistance.</li> <li>- Regular reminders are needed</li> <li>- On line reporting</li> </ul>	<ul style="list-style-type: none"> <li>-Program coordinator and volunteers received web-tracker training.</li> <li>-Program completes reporting as required. --</li> <li>Reminders are required from time to time.</li> <li>- On line reporting requires follow up for accuracy.</li> </ul>	<ul style="list-style-type: none"> <li>-Program coordinator and volunteers received web-tracker training.</li> <li>- Program completes reporting as required.</li> <li>-Reminders not required.</li> <li>-Program has multiple volunteers available to</li> </ul>	<ul style="list-style-type: none"> <li>-Program coordinator and volunteers received web-tracker training.</li> <li>- Program completes reporting as required.</li> <li>-Reminders not required.</li> <li>-Program has multiple volunteers available to complete reporting.</li> <li>-On line reporting very</li> </ul>

July 25 2013

	requires follow up for accuracy.		complete reporting. - On line reporting requires minimal follow up for accuracy. -Progress reports to other funders completed with assistance.	detailed and accurate. -Progress reports to other funders submitted on time and without assistance -Programs responds to all requests for additional information.
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