

## KIDS IN THE KITCHEN APPLICATION

Please be aware that submitting this form is the initial step in our application process and that due to the high demand for our program does not guarantee a class can be scheduled at your site.

Kids in the Kitchen is an interactive cooking program that teaches children about healthy meal preparation and working in a kitchen safely. Kids in the Kitchen is a 5-week program that consists of 1.5-2 hour classes that focuses on a nutrition education topic, cooking techniques and recipe. This program is offered at the FeedMore WNY Holt street location or an off-site location that contains a working kitchen.

### Organization Contact Information

Organization Name

Street Address

City

State

Zip

Primary Contact Person

Job title

Phone Number

Fax number

E-mail

### Organizational Information

How do you classify your organization? (i.e. School, Church, Community Center, Wellness Center, Housing Development, Food Pantry etc.)

If you are an agency of the Food Bank of WNY, please provide your agency number: \_\_\_\_\_

Briefly describe your organization's work and mission. (Include the types of services and programs you offer to your clients)

Are there currently other nutrition education programs being offered at your site?

YES (please describe) \_\_\_\_\_

NO

Do your clients receive WIC, Food Stamps or other nutrition assistance?  Yes  No  
If yes, what % of those served participate in nutrition assistance programs? \_\_\_\_\_%

Will you or another member of your staff be able to **attend and assist** with the entire Kids in the Kitchen class series? At least one staff member is to be present and assist with the class.

Yes  No

There are times in the course where students may use knives (under the supervision of the instructor or assistant and dependent on age level) and other kitchen equipment. Will your group be comfortable with this aspect of the program?  Yes  No

Do you plan to host Kids in the Kitchen class at your own facility?  Yes  No

If Yes:

a. Does your organization own or have access to a working kitchen (ex. home ec. room, cafeteria kitchen) with the following appliances: stove, sink, microwave, counter space, fridge, tables and chairs. )?

Yes  No

b. **AND** is there a sink with running water and bathroom that will have access to?

Yes  No

c. **AND** have access to a classroom area large enough to accommodate 5-10 participants?

Yes  No

### **Kids in the Kitchen Assessment**

Why are you interested in bringing Kids in the Kitchen curricula to your participants and/or community? How does Kids in the Kitchen from and/or complement other related programs currently offered in your community?

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What times and dates would be most convenient for your organization to host a Kids in the Kitchen class? Each course will meet for two hours, once a week, for 5-6 weeks. Courses are typically scheduled Monday - Friday, starting 9am ending 7pm. We ask for a minimum of 30-60 minutes before and after class time to set up and clean down the area.

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It is required that participants attend each class in the course and that no new participant's will be added after the second course. Is your group able to accommodate this requirement?  Yes  No

What are the ages of your participants? We highly encourage that participants are in the same age range. How many participants do you anticipate joining the program?(We can accommodate up to 8 children)?

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Please return application to Jen Meegan at [jmeegan@foodbankwny.org](mailto:jmeegan@foodbankwny.org). After your application if received, you will receive a notification within two weeks whether or not we are able to schedule a course.

Thank you for your interest in the Kids in the Kitchen program! After reviewing your application, we will contact you to discuss the possibility of partnering with your organization to offer Kids in the Kitchen courses.

## KIDS IN THE KITCHEN CLASS AGREEMENT FORM

### **This agreement is between the**

Food Bank of WNY and \_\_\_\_\_ (Kids in the Kitchen site)

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by Food Bank of WNY and the above mentioned agency and site as it pertains to implementing Kids in the Kitchen courses.

### **Attendance and Graduation Policy:**

1. Kids in the Kitchen classes are offered strictly to the following age groups, *8 -18 years old*.
2. Kids in the Kitchen does not offer a drop-in class program. Participants are expected to commit to the entire 5 week series. New participants will not be allowed to join the series after the second week.
3. Participants are not allowed to repeat the same Kids in the Kitchen series curricula except when they did not graduate the first time.

### **Class Implementation Policy:**

1. Kids in the Kitchen staff and volunteers will be granted access to a clean, organized and reserved program-free classroom/kitchen at least 1 hour prior and after the Kids in the Kitchen class, for a total of 4 hrs.
2. All outside food must be consumed outside of the classroom and before the class begins. Only 100% juice, water, and the food provided by Kids in the Kitchen are allowed in the classroom.
3. All cell phones should be turned off or kept on vibrate during class and only used in the case of an emergency.

### **The Food Bank of WNY Agrees To:**

1. Provide demonstration groceries and cooking utensils and equipment (on-site only) for all classes.
2. Provide a sample tastings of each lessons recipe strictly for class participants only.
3. Provide class materials such as handouts, incentives and groceries to take home.
4. Provide necessary enrollment paperwork and administer class surveys.
5. Leave classroom/kitchen areas as they were found.
6. Communicate with agency contact, site coordinator and other applicable site staff in a timely manner.

### **Participants:**

1. Must be punctual and in attendance for all classes of the class series.
2. If disruptive and or disrespectful, participants will be asked to leave.
3. Adhere to all Kids in the Kitchen classroom rules and actively contribute to a safe, positive and respectful learning environment.
4. Participants will be recruited without discrimination based upon race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military, and/or status as a protected veteran.

### **Agency Contact and Site Coordinator partnership agreement:**

*It is mandatory that all Kids in the Kitchen classes have a designated host Site Coordinator(s) that must be in attendance for the duration of all classes. This person is in charge of the following and failure to comply may result in the cancellation of your class series.*

**The host Site Coordinator for this class series will be**

Staff Person(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

1. Complete all Kids in the Kitchen paper work and carry out a site visit at least 2 weeks prior to series commencement.
2. If Kids in the Kitchen will take place in an off-site location, the off-site location must have access to a kitchen (i.e. Home Ec. Room, cafeteria) with the following appliances stove, sink, microwave, counter space, fridge, tables and chairs.
3. It is mandatory that the host Site Coordinator have completed and signed waivers for all participants prior to the first lesson of the series. These waivers must be provided to the Kids in the Kitchen coordinator on, or prior to, the first lesson of the series. Minors without signed waivers will not be allowed to participate in the class.
4. Finalize participant enrollment at least 1 week prior to series commencement.
5. Create and reinforce a positive, safe and respectful learning environment for staff and participants.
6. Monitor and address unsafe, disrespectful participant behavior that inhibits the learning environment.
7. Ensure that the class area is clean, organized and reserved purely for Kids in the Kitchen programming for a total of 4 hrs.
8. Maintain consistent and timely contact with the Food Bank of WNY and other site staff prior to and throughout the series.
9. Ensure site staff and volunteers with direct repetitive contact with children pass a national background check.

Cancellation Policy:

1. Failure of the host Site Coordinator to comply with Kids in the Kitchen expectations may result in the cancelation of your class series.
2. Kids in the Kitchen requires a minimum of 4 and a maximum of 8 participants per class.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read and agree to comply with all policies and responsibilities outlined in the above Program Agreement.

I understand that failure to comply may result in termination of \_\_\_\_\_ (site) relationship with the Kids in the Kitchen program.

\_\_\_\_\_  
Agency Contact (sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Food Bank of WNY representative (sign)

\_\_\_\_\_  
Date

It is mandatory that the site have a completed and signed copy of all site visit paperwork before a class begins.