

Statement of Work: FY 2011 Preschool Track

Complete one **Statement of Work** for *each* subgroup listed on the Programming Summary. Enter responses in the space provided for each section. Tables will expand as text is entered. Be specific in your responses. Programming description must support your budget, budget narrative, staffing chart and cost share documentation.

a. Subgroup Name: Preschoolers

b. Direct Education Delivered by TRACKS Staff

Describe proposed direct education programming to be delivered by TRACKS staff. Describe each strategy listed on the Programming Summary form. How many interventions are planned for each strategy (e.g. 3 series; four sessions each)? How will curricula and supporting materials be used (e.g. lesson plans from FUN curriculum and activity sheets from SNAC)? What *specific* methods are planned for nutrition interventions (e.g. lessons, games, activities, cooking, etc.)? How long is each intervention and over how many months will strategies be implemented? Are food tastings occurring as part of each strategy? If so, how many food tasting contacts are estimated?

TRACKS staff will train cost share staff to deliver a 9-session series class using the Eat Well, Play Hard curriculum. There will not be any direct education activities conducted by TRACKS staff for this subgroup.

c. Direct Education Delivered by Cost Share Staff

Describe proposed direct education programming to be delivered by cost share staff listed in your staffing chart and cost share letters. Describe each strategy selected on the Programming Summary form. How many interventions are planned for each strategy (e.g. 3 series; four sessions each)? How will curricula and supporting materials be used (e.g. lesson plans from FUN curriculum and activity sheets from SNAC)? What *specific* methods are planned for nutrition interventions (lessons, games, activities, cooking, etc.)? How long is each intervention and over how many months will strategies be implemented? Are food tastings occurring as part of each strategy? If so, how many food tasting contacts are estimated? Describe how cost share staff are trained to deliver and document TRACKS programming using approved curricula/supporting materials.

TRACKS staff will conduct preschool teachers (cost share staff) training during a comprehensive in-service held at the beginning of FY 2011. This training will cover SNAP-Ed programming requirements, approved curricula/materials, and cost share time documentation. TRACKS staff will provide lesson plans and supporting materials at the in-service; lesson delivery training will be included.

Teachers will deliver a 9-session series class (one session/month from October through June) using the Eat Well, Play Hard curriculum. Lessons are approximately 1 hour in length. Food tastings will be conducted at each series class session. Estimated food tasting contacts = 2,700.

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d. Indirect Education

If indirect education is planned, complete the table below. See *Form Instructions Statement of Work: FY 2011 Preschool Track* for strategy definitions. For each strategy selected, estimate the number of indirect education participants reached and the frequency of intervention (e.g. daily, weekly, monthly, quarterly). In the far right column, provide a brief description of planned indirect education and how strategies support direct education interventions.

Strategy	Estimated # of Individuals Reached	Frequency of Intervention	Description of Indirect Education
Posters, Bulletin Boards, Displays	300	Monthly	TRACKS staff will provide poster and bulletin board materials for classrooms and hallways. Cost share staff will change posters/bulletin boards monthly to coincide with direct education. Bulletin boards and posters will use and/or compile material from Eat Well, Play Hard and State Nutrition Action Committee (SNAC).
Announcements			
Digital Photo Receivers DVDs, Videos			
Health Fairs and Community Events	300	Once	TRACKS staff will participate in the agency's annual health fair by setting up a booth with nutrition education materials and staff to interact with preschoolers (and caregivers).
Food Demos/Tastings			
Newsletters			
Fact Sheets/Pamphlets			
Website			
Other			

e. Evaluation

Provide a detailed description of evaluation activities your agency will use to evaluate proposed education for this subgroup. For each activity, indicate the segment of programming that will be evaluated, the evaluation methods or tools to be used, protocol, sampling plans, and how results will be tracked and reported to the TRACKS Management Entity.

The EAT Food project will train Cost Share Staff to conduct and record results of a post-food tasting assessment for each series class session (number of students who never tried the food before, number who liked the food, number who would eat the food again). Our sampling plan includes surveying all preschoolers. Classroom results will be compiled and reported on the TRACKS Preschool Food Tasting Reporting Spreadsheet and attached with the appropriate quarterly Evaluation Summary Report.

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Additionally, a process evaluation will be conducted to elicit teacher feedback regarding training for and implementation of the series class - e.g. What parts of the training process were most helpful? What could be done differently to better train teachers for implementing the lessons? How much time did you need to prepare for each lesson? Did you observe any changes in the preschoolers' nutrition knowledge; if so, please describe. The teacher feedback evaluation will be submitted to the TRACKS ME for review and approval prior to the start of programming. All teachers will be invited to complete the survey; the number of respondents and a summary of feedback will be included in the Quarter 3 Evaluation Summary Report.

SAMPLE