

Date of Issue	December 2011
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Subject	SCHOOL FOOD AND BEVERAGE
References	Ministry of Education – School Food and Beverage Policy Education Act (Healthy Food for Healthy Schools Amendment, 2008) Ontario Food Premise Regulation O/Reg 562 Board Policy No. 4260 – Healthy Food and Beverage Board Policy No. 4320 – Fundraising APM 1420 – Anaphylaxis and Administration of Medication APM 2600 – Fundraising PPM 150 – Nutrition Standards
Links	Fundraising Resource Guide Simcoe Muskoka District Health Unit – www.simcoemuskohealth.org Food Safety Matters at Community Special Events (link doc) <u>School Food and Beverage Policy Resource Guide, 2010</u> FORM A7675 - 1 - Superintendent Annual Tracking Tool FORM A7675 - 2 - School Food and Beverage Annual Tracking Tool FORM A7675 - 3 - Vendor Letter of Compliance (central) FORM A7675 - 4 - Vendor Letter of Compliance (local)
Contact	School Services

1. General

- 1.1 All schools have a responsibility to implement and ensure that food and beverages comply with Healthy Food and Beverage Policy No. 4260.
- 1.2 It is the responsibility of the superintendent responsible for Healthy Schools to annually complete the School Board Tracking Sheet (FORM A7675 - 1).
- 1.3 It is the responsibility of the principal/site manager to complete the Simcoe County District School Board School Food and Beverage Annual Tracking Tool (FORM A7675 - 2) that summarizes the foods and beverages sold in the school through all programs, venues, and events as identified in this document. This plan will include consultation with school council and other applicable stakeholders (e.g. student council). The plan will be submitted to the appropriate area superintendent of education by October 15 of each year.

2. Definitions

- 2.1 On School Premises – Foods and beverages that are sold on school board property fall under the directions in this APM.
- 2.2 For School Purposes – Any activities that are organized by the school, school board, or volunteers or staff associated with the school are considered to be for school purposes. Examples may include sports events, pep rallies, parent-teacher conferences and school council meetings.
- 2.3 Special Event Day – Events that occur on occasion (as opposed to on a regular basis), are considered special. Examples might include graduation celebrations, parent-teacher conferences, after-school track and field events, or a single special fundraising event. Ongoing or regular events such as pizza or hot dog days are not considered special events. These occasions must meet the nutrition standards at all times.
- 2.4 For Sale – This term applies to all food and beverages sold in all venues (e.g. cafeterias, vending machines, tuck shops), through all programs (e.g. catered lunches) and at all events (e.g. bake sales, sports events).
- 2.5 Provision – This term applies to food and beverages provided at no cost, typically in classroom experiences, for celebrations and events and through nutrition programs (e.g. breakfast and snack programs).
- 2.6 **Sell Most** (80 per cent) – Products in this category are the healthiest options and generally have higher levels of essential nutrients and lower amounts of fat, sugar, and/or sodium. They must make up at least 80 per cent of all food choices and all beverage choices that are available for sale in all venues, through all programs, and at all events.
- 2.7 **Sell Less** (20 per cent) – Products in this category may have slightly higher amounts of fat, sugar, and/or sodium than food and beverages in the **Sell Most** category. They must make up no more than 20 per cent of all food choices and all beverage choices that are available for sale in all venues, through all programs, and at all events.
- 2.8 **Not Permitted for Sale** – Products in this category contain few or no essential nutrients and/or contain high amounts of fat, sugar, and/or sodium (e.g. deep fried and other fried foods, confectionery). Food and beverages in this category must not be sold in schools.
- 2.9 School-Managed Agreements – Schools may make arrangements with a local vendor for the provision of foods and beverages, such as a local restaurant providing food on a hot lunch day. These agreements are not managed through a central contract with the Simcoe County District School Board (SCDSB). These agreements are referred to in Section 5 of the APM.

- 2.10 Staff Room – In all facilities in the SCDSB, it is understood that rooms may be designated as a staff room where staff and adult visitors are the primary occupants. All staff rooms are considered exempt from the standards for beverages as outlined in the Policy and APM. Within the Education Centre, the staff room is considered to be the cafeteria.

3. Standards

- 3.1 Food and beverages sold on school premises for school purposes must meet the standards found in Bill 8: Healthy Foods for Healthy Schools Act.
- 3.2 Where a contract for food and beverage provision is managed centrally by the SCDSB, a vendor will ensure compliance with the assistant manager of contract management and education centre services, or designate. Please refer to FORM A7675 - 3.
- 3.3 Where foods and beverage are procured at the school level (e.g. lunch programs), the principal will ensure that the food and beverages meet the standards. Please refer to Section 5 and FORM A7675 - 2.
- 3.4 All staff can refer to Ontario Regulation 200/09 (Trans Fat), PPM 150, and the Ministry of Education School Food and Beverage Policy Resource Guide 2010 website (www.edu.gov.on.ca/eng/healthyschools/PPM150_Resource_Guide_2010.pdf) for guidance and support in managing compliance with this policy (**Sell Most, Sell Least, Not Permitted for Sale**).

4. Centrally Managed Contracts

- 4.1 It is the responsibility of the assistant manager of contract management and education centre services, or designate, to ensure that food service companies selling food and beverages through a centrally managed food service agreement comply with the Healthy Food and Beverage Policy No. 4260.
- 4.2 It is the responsibility of the assistant manager of contract management and education centre services, or designate, to submit a Statement of Compliance (FORM A7675 - 3), signed by the contracted food service company, to the appropriate area superintendent of education by October 15 of each school year for the duration of the centrally-managed contract.
- 4.3 The assistant manager of contract management and education centre services, or designate, will consult with the Simcoe Muskoka District Health Unit regarding nutrition and/or food safety concerns that arise throughout the duration of the foodservice contracts.
- 4.4 It is the responsibility of the assistant manager of contract management and education centre services, or designate, to consult with contracted food services providers to incorporate the principles of the “3 R’s – reduce, re-use, re-cycle; specifically, packaging used in the sale and distribution of food in the SCDSB

shall be reusable whenever possible, and if not, must be recyclable under the current recycling program.

5. School-Managed Agreements

- 5.1 All schools are responsible to ensure that any and all food and beverages being sold at school or during school programs or events comply with the Healthy Food and Beverage Policy No. 4260.
 - 5.1.1 Schools will ensure compliance by
 - 5.1.1.1 only using the approved vendor list, as found on the SCDSB staff website, to identify potential vendors for school managed programs (e.g. lunch programs). This list can be found through the following links: Board>>Departments>>Purchasing>>Vendors of Record>>Food and Beverage Approved Vendor List.
 - 5.1.1.2 Using the Ministry of Education tools and resources available online at <http://www.edu.gov.on.ca/eng/healthyschools/policy.html> to assess other food items not listed on the SCDSB vendor list.
 - 5.1.2 Schools will ensure compliance by referring vendors not found on the approved vendor list to the SCDSB website (www.scdsb.on.ca) "Bid Opportunities" page, where vendors may find appropriate compliance forms. Vendors are required to complete and submit forms in order to be placed on the approved vendor list. Please refer to FORM A7675 - 4.

6. Healthy School Committee

- 6.1 Principals are encouraged to establish a healthy school committee. This committee will assist the principal in all matters related to the School Food and Beverage Policy as well as any other applicable matters.
- 6.2 Principals are encouraged to include community stakeholders (e.g. representatives from local businesses, local agencies, etc.) and students on the healthy school committee.

7. Special Event Days

- 7.1 All schools will complete the annual Food and Beverage Policy Tracking Tool (FORM 7675 - 2), which includes planning and identifying special event days, by October 15 of each school year. This tracking tool will be submitted to the appropriate area superintendent of education.
- 7.2 Schools may plan a total of up to 10 special event days within each school year and are encouraged to consider fewer days where possible. These days may not be transferred from one year to another or from one school to another.
- 7.3 When determining the special event days for the school year, principals shall consult with school council and, where appropriate, students.
- 7.4 Schools are encouraged to consider selling food and beverages that meet the nutrition standards or using non-food-related items for all special event days.

8. Fundraising

- 8.1 Where a school chooses to fundraise, the organizer/staff contact will refer to the SCDSB Fundraising Resource Guide found on the SCDSB staff website (Board>>Departments>>Purchasing>>Fundraising Guide) for non-food and/or healthy fundraising examples.
- 8.2 Schools will refer to Canada's Physical Activity Guides for Children and Youth website (www.phac-aspc.gc.ca/hp-ps/hl-mvs/pa-ap/index-eng.php) for guidelines regarding appropriate activity levels for students, when planning their minimum of one physical activity fundraising event per year.
- 8.3 Where a school chooses to fundraise, at least one event in the school year must be a physical activity event (e.g. Terry Fox Run).

9. Food Preparation and Environmental Concerns

- 9.1 All schools should provide at least 15 minutes to eat during nutritional breaks, excluding the time needed to get dressed for outdoors.
- 9.2 It is the responsibility of the principal to take reasonable steps to ensure the environment in which students eat is clean (washed and/or disinfected routinely) and safe (free of physical hazards).
- 9.3 Schools will encourage and provide time for hand-washing, whenever food is consumed.
- 9.4 Schools will ensure that hand-washing facilities are equipped with running water, soap, air-dryers or disposable hand towels.
- 9.5 In areas where food is prepared, handled or stored, schools will comply with the Ontario Food Premise Regulation 562.
- 9.6 When planning events where foods and/or beverages will be served, schools will determine whether the food has been prepared in an inspected facility (such as a local restaurant or the school cafeteria), or comes from a person's private home (e.g. pot luck or bake sale), or if it will be cooked at a temporary cooking area run by volunteers or staff (like a school BBQ). If assistance is required in making this determination, schools can contact a health inspector by calling Simcoe Muskoka District Health Unit by calling 1-877-721-7520.
 - 9.6.1 Food that originates from an inspected facility (e.g. restaurant or school cafeteria) can be served in a school setting. Staff can contact their local public health inspector as needed with questions regarding the safe handling and distribution of these foods at the special event.

- 9.6.2 Food from "uninspected" premises, such as private homes, should be discouraged for school events, or strictly limited to low risk foods. Staff should first refer to the Simcoe Muskoka District Health Unit website (www.simcoemuskokahealth.org) or contact their local public health inspector to discuss food safety requirements 1-877-721-7520.
 - 9.6.3 Food served at temporary cooking sites run by volunteers or staff should be pre-cooked (i.e. must say this on the packaging) and commercially prepared (i.e. prepared by a food company and purchased at a grocery store or restaurant). Hand-washing facilities must be available on site for all food-handlers involved with a temporary cooking site. Contact the local public health inspector to discuss food safety requirements.
 - 9.6.4 Serving food that is not pre-cooked and commercially prepared could have food safety implications. Contact a health inspector by calling Simcoe Muskoka District Health Unit by calling 1-877-721-7520 to discuss the community event you are planning.
- 9.7 Schools will adhere to the standards of APM A1420 Administration of Medication and Medical Emergency, to reduce risks for all students who suffer from severe, life threatening allergic reaction (anaphylaxis) to certain food and beverages.
- 9.8 Schools should give preference to offering Ontario-grown food and beverages, whenever possible. Schools will refer to *Foodland Ontario's "Ontario Fresh Fruits and Vegetables Availability Guide"* at www.foodland.gov.on.ca to identify seasonal produce. To determine local sources of produce, schools will refer to www.simcoecountyfarmfresh.ca.
- 9.9 Schools should give consideration to the principles of the "3 R's" – reduce, re-use, re-cycle, in the practices of procurement, preparation, distribution and packaging of food. Packaging used in the sale and distribution of food in the SCDSB shall be reusable whenever possible, and if not, must be recyclable under the current recycling program in place.

10. Nutrition Education for Students, Parents, and Staff

- 10.1 All staff are expected to provide nutrition education to students in accordance with the Ontario Curriculum and use current Canadian resources (e.g. Canada's Food Guide; Simcoe Muskoka District Health Unit; Health Canada).
- 10.2 All staff are encouraged to plan and implement cross-curricular lessons that connect information from the policy to the expectations in the curriculum. (e.g. OPHEA resources).
- 10.3 All staff are encouraged to provide hands-on experiences to help students make real connections between what they learn in the classroom and their lives.
- 10.4 All staff are encouraged to involve students in promoting key messages related to healthy eating (e.g. announcements, posters, class presentations).

- 10.5 The principal or designate will ensure that all school stakeholders (school council, student council, students) are familiar with the standards of the Healthy School Food and Beverage Policy No. 4260.
- 10.6 Schools will include information regarding nutrition in home-school communications (e.g. newsletter, link on website) to support parents and staff in locating credible nutrition information.
- 10.7 Schools will refer nutrition education requests from parents and staff to the Simcoe Muskoka District Health Unit at 1-877-721-7520.

First Issued June 2011
Revised December 2011

Issued under the authority of the Director of Education

Simcoe County District School Board
School Food and Beverage Annual Tracking Tool

To be completed and submitted to your area superintendent by October 15, 20XX

School Name: _____

Principal: _____

Part A - School Information

Does your school have a school implementation team for the School Food and Beverage Policy?
(e.g. teachers, students, parents, food service etc.)

Yes No

List stakeholders:

Complete the following assessment for all school-managed venues, programs, and events where food and beverages are sold in your school.

	Does the venue/program comply with the 80/20 rule? (80 per cent Sell Most 20 per cent Sell Less) Y/N	Comments
Venue (Cafeteria, Canteen, Vending Machines, Tuck Shop, Other) <i>(Please use the back of this page for more space)</i>		

	Does the event comply with the 80/20 rule? Y/N	If not, will this be considered a special event day?	Have you consulted with school council, etc. (more details)?	Comments
Events (winter carnival, fun fair, family dinner night, parent-teacher conferences, bake sale/popcorn sale, graduation, performances, sporting event, other _____)				

ADDITIONAL REQUIREMENTS

Complete the following questions related to the School Food and Beverage Policy.

- 1 Are all food and beverages sold in your school prepared, served and stored in accordance with the safe food handling requirements Ontario Regulation 562?
 Yes No
- 2 Have you considered environmentally-friendly practices when determining which food and beverages to sell in your school (e.g. excess packaging, ability to recycle)?
 Yes No
- 3 Have you considered using, when available and where possible, food and beverages that are produced in Ontario?
 Yes No
- 4 According to APM No. A7675
 Have you selected food service providers/vendors from the approved list? If not, please contact the assistant manager of contract management to discuss implications or next steps.



1170 Highway 26 West
Midhurst, ON L0L 1X0
Phone: 705-728-7570

**IMPLEMENTATION OF PPM 150: FOOD AND BEVERAGE POLICY AS REQUIRED BY
MINISTRY OF EDUCATION**

LETTER OF COMPLIANCE FOR CENTRALIZED FOOD SERVICE CONTRACT PROVIDERS
Cafeterias with contracted services, hospitality programs, vending contracted services – i.e. where the food service provider offers food/beverages (**Sell Most/Sell Less**) and determines the menu selection (80/20 rule).

Company Name: _____

Address: _____

Contact Name: _____

Business E-mail Address: _____

Business Phone Number: _____

Cell #: _____

(will not be posted on SCDSB website)

Venues/Program/Events that food and/or beverage is supplied for:

- Cafeteria
- Vending Machines
- Hospitality program

We/I the above named Food Service Provider have read and understand the requirements of the Ministry of Education School Food and Beverage Policy – Trans Fat and Nutrition Standards.

We/I have assessed the products that we are selling in your school(s) against the requirements of the School Food and Beverage Policy and confirm that:

- At least 80 per cent of all food choices and at least 80 per cent of all beverage choices offered for sale in any venue, program or event that we supply are from the **Sell Most** Category.

No foods or beverages will be sold at any venue, program or event that we supply will be from the **Not Permitted for Sale** category.

COMPANY NAME: _____ (please print)

Signature

Date

Print Name

Send signed and dated letters of compliance to:

Assistant Manager of Contract Management and Education Centre Services
Simcoe County District School Board
1170 Highway 26 West
Midhurst, Ontario
L0L1X0

705-734-6363



1170 Highway 26 West
Midhurst, ON L0L 1X0
Phone: 705-728-7570

**APPLICATION FOR REVIEW
OF FOOD OR BEVERAGE PRODUCTS
FOR SALE IN SCHOOLS FOR SCHOOL PURPOSES**

Terms and Conditions

Submission of this form (either electronically or hard copy) indicates acceptance of the terms herein.

The Education Act (Part XIII.1 s.317) and the Ministry of Education Policy Program Memorandum 150 sets nutritional standards for school boards regarding the sale of food and beverage products in schools for school purposes. All food and beverage products sold in schools for school purposes must meet the prescribed nutritional standards.

The nutritional standards are set out in two sections a) Nutritional Standards for Food and 2) Nutritional Standards for Beverages. They are further categorized to three groups:

Sell Most ($\geq 80\%$) – The healthiest options and they must make up 80% or more of all products available for sale.

Sell Less ($\leq 20\%$) – Slightly higher amounts of fat, sugar and sodium and must make up no more than 20% of all food choices available for sale.

Not Permitted for Sale: Products that contain few or no essential nutrients or high fat, sugar or sodium contents. These products may not be sold in schools for school purposes.

More detailed information regarding the nutritional standards may be found at:
<http://www.edu.gov.on.ca/eng/healthyschools/policy.html>.

Ingredient list and recipe information shall be treated with confidence, and shared only with the health unit to review of food.

To determine if a food or beverage product meets the nutritional standards as set out by the Ministry of Education, vendors must complete this form and include any necessary attachments to allow for the product(s) to be reviewed. The SCDSB works in partnership with the Simcoe Muskoka District Health Unit (SMDHU) to categorize products in accordance with the prescribed nutritional standards.

The SCDSB will make every effort to maintain confidentiality. Information, including ingredient and recipe information, shall be maintained in confidence and shall only be shared with SMDHU staff who will review products to assess compliance with PPM 150. Information provided on this form shall be:

- a) shared with the SMDHU staff for the purpose of evaluating products and making recommendations to categorize products in accordance with the standards;
- b) retained by the SCDSB and SMDHU staff for the purpose of supporting schools and vendors

Forms may be submitted to the Business Services Department.

Please note that it will take six to eight weeks to process the information you have submitted and for a response to be returned to you. Your patience is greatly appreciated.

Section A: Products With a Nutrition Facts Table

- We/I, the above named Food Service Operator,** have assessed our food and beverage products and confirm that the following items **with a Nutrition Facts Table** meet the ***Sell Most or Sell Less categories:***

Product Name (include enough details for school to know exactly what to order)	Description (list all ingredients, serving size, toppings, condiments, etc.)	<i>Sell Most</i>	<i>Sell Less</i>

- We/I, the above named Food Service Operator, have included nutrition information (i.e. Nutrition Facts Table) for each product named in the above chart (Section A).

Section B: Products Without a Nutrition Facts Table

- We/I, the above named Food Service Operator,** have assessed our food and beverage products and confirm that the following items **without a Nutrition Facts Table** meet the **Sell Most or Sell Less** categories:

Product Name (include enough details for school to know exactly what to order)	Description (list all ingredients, serving size, toppings, condiments, etc.)	Sell Most	Sell Less

- We/I, the above named Food Service Operator,** have included nutrition information for each individual ingredient used to make products in the above chart (Section B). This means submitting the nutrition facts table and/or nutrient information for each item that makes up that product.

Section C: Food Safety

- We/I the above named Food Service Operator,** are regularly inspected by the local health unit and operate in compliance with the Ontario Food Premise Regulations.
- We/I the above named Food Service Operator,** are regularly inspected by another regulatory authority and operate in compliance with the Ontario Food Premise Regulations

Please note that only facilities that are regularly inspected are eligible to become an SCDSB Vendor of Record. Proof of inspection may be requested. Should you require additional information, please contact the Business Services Department at 705-734-6363.

Section D: Acknowledgment and signatures

By my signature below, I acknowledge and accept the Terms and Conditions outlined in this form, "Application for Review of Food or Beverage Products for Sale in Schools for School Purposes". I understand that if approved for sale, I am required to notify the school board of any alterations to the food or beverage product and will be required to submit a new application for approval.

Company Name

Address

Contact Name

Title

Business phone

Business email

Signature

Date

Sample