



Student Nutrition Program Coordinator's Manual

August 2017



The evidence is clear: well-fed children perform better in school.

Thank-you for Volunteering to Coordinate a Student Nutrition Program in your school!
Your generous donation of time and effort helps ensure that every child can attend school well-nourished and ready to learn!

As the coordinator, you are responsible for coordinating the schools' breakfast, snack or lunch program, while following nutrition standards and safe food handling practices.

Make it a team effort! Consider assigning volunteers to a number of tasks, such as Server, Shopper, Communicator, Fundraiser, Nutrition Checker, Budget Manager, Record Keeper, and Volunteer Recruiter.

We are here to help!

Angela Fuchs

Student Nutrition Program Coordinator

angela.fuchs@snpce.ca

Phone: 705-868-2445

Fax: 705-743-2897

Assists with all activities related to the day to day running of your programs (e.g. volunteers, funding, equipment, reporting)

Luisa Magalhaes

Public Health Nutritionist

lmagalhaes@peterboroughpublichealth.ca

Phone: 705-743-1000 X233

Assists with nutrition-specific or food safety related topics

Join the SNP in Peterborough and County Facebook page to network with other volunteers! Share recipes and sale prices, find equipment, discuss challenges, and brainstorm great ideas for your programs!

Email Luisa at lmagalhaes@pcchu.ca to receive an invitation.

Our programs are based on the following criteria:

- ☒ Universally Accessible: All children, regardless of family income, are welcome to participate
- ☒ Healthy Food in a Safe Space: Healthy, culturally acceptable food that meets nutrition guidelines and is prepared according to food safety standards is available to children in a safe, welcoming environment
- ☒ Financially Accountable: financial records are kept and reports are given to Community Coordinator in December, April and June
- ☒ Parental contributions and Local Fundraising: Parents and the community are asked to contribute money, food and/or time to support the program

- ☑ Program Committee: a group of school staff and/or volunteers work together to oversee and deliver the program
- ☑ Daily Tracking: records of meals served, donations received and local food consumed are kept and sent to Community Coordinator monthly
- ☑ Volunteers: Students, parents and community members are recruited, trained, and recognized

Program Types:

1. **Breakfast/Morning Meal:** A meal served before or in the first part of the school day
 # food groups = at least 3
Must include a serving of Vegetables and Fruit and Milk and Alternatives
2. **Snack:** A snack served during the school day, either mid-morning or mid-afternoon.
 # food groups = at least 2
Must include a serving of Vegetables and Fruit and Milk and Alternatives
Note: Schools can only have a snack program as a secondary program
3. **Lunch:** A meal served around the noon-hour (for alternative programs only)
 # food groups = at least 3
 Must include a serving of Vegetables and Fruit and Milk and Alternatives

Delivery models:

- **Bin or Classroom Model:**
Packed ahead of time for each class
Requires delivery to each classroom, fewer volunteers, is flexible with timing
Requires more packaging, it is Important to monitor temperature of milk products
- **Grab&Go:**
Set up on a table or cart in a central location
Offers a wider variety of food, requires less packaging and storage, is more cost effective, and can serve a large number of students (popular in high schools)
Not as universal for student access
- **Sit&Serve:**
Food is prepared and served in a room where students can sit and eat
Fosters interaction and relationship building with volunteers and students
Requires kitchen facilities, eating space, more volunteers in the morning



Student Nutrition Program Coordinator's Manual

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- Sample Letter
- Newsletter insert “Make a Donation to Our School Breakfast Program”

Volunteers

- Recruit, Retain and Recognize Volunteers
- Sample Volunteer Registration Form

Reporting

- Reporting Schedule

Note: *Daily Tracking Forms can be found at www.FoodForKidsptbo.ca in the right hand column*

Appendices

- MCYS Student Nutrition Program Nutrition Guidelines Pocket Guide
- MCYS Student Nutrition Program Nutrition Guidelines



Weekly Menu

Program type (check one box only):

☐ Breakfast

☐ Morning Meal

☐ Snack

☐ Lunch

Food Group	Monday	Tuesday	Wednesday	Thursday	Friday
Vegetables and Fruit					
Grain Products					
Milk and Alternatives					
Meat and Alternatives					

- A **snack** program provides food from at least **2 food groups**: 1 serving of vegetables and fruit and 1 serving from at least 1 of the other 3 food groups.
- A **breakfast, morning meal or lunch** program provides food from at least **3 food groups**: 1 serving of vegetables and fruit; 1 serving of milk and alternatives; and 1 serving from at least 1 of the other 2 food groups.



Two-Week Menu

Program type (check one box only):

☐ Breakfast

☐ Morning Meal

☐ Snack

☐ Lunch

	Food Group	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Vegetables and Fruit					
	Grain Products					
	Milk and Alternatives					
	Meat and Alternatives					
Week 2	Vegetables and Fruit					
	Grain Products					
	Milk and Alternatives					
	Meat and Alternatives					

- A **snack** program provides food from at least **2 food groups**: 1 serving of vegetables and fruit and 1 serving from at least 1 of the other 3 food groups.
- A **breakfast, morning meal or lunch** program provides food from at least **3 food groups**: 1 serving of vegetables and fruit; 1 serving of milk and alternatives; and 1 serving from at least 1 of the other 2 food groups.



Monthly Menu

Program type (check one box only):

☐ Breakfast

☐ Morning Meal

☐ Snack

☐ Lunch

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					

- A **snack** program provides food from at least **2 food groups**: 1 serving of vegetables and fruit and 1 serving from at least 1 of the other 3 food groups.
- A **breakfast, morning meal or lunch** program provides food from at least **3 food groups**: 1 serving of vegetables and fruit; 1 serving of milk and alternatives; and 1 serving from at least 1 of the other 2 food groups.



We want to know!
Was there enough food?

	Too Little	Just Right	Too Much
Vegetables & Fruit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grain Product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Milk & Alternatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Suggestions for improvement:

Thank You!



We want to know!
Was there enough food?

	Too Little	Just Right	Too Much
Vegetables & Fruit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grain Product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Milk & Alternatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Suggestions for improvement:

Thank You!



We want to know!
Was there enough food?

	Too Little	Just Right	Too Much
Vegetables & Fruit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grain Product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Milk & Alternatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Suggestions for improvement:

Thank You!



We want to know!
Was there enough food?

	Too Little	Just Right	Too Much
Vegetables & Fruit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grain Product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Milk & Alternatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Suggestions for improvement:

Thank You!



Free Food

School Food Boxes

Food for Kids organizes a free school food box for all participating SNP throughout the year. The box, delivered to your school, contains apples, carrots, cucumbers and cheese. Contact Luisa, lmagalhaes@peterboroughpublichealth.ca, for more details. Coordinators will be notified of the delivery date of each box in advance.

Kawartha Food Share

Kawartha Food Share distributes donated grain products and produce from Quaker Oats and other companies..

Please do not approach Quaker directly for donations.

Pick-up details:

When: Pick-up can take place on Monday, Wednesday or Friday, 9:30-3pm
(staff unavailable between 10:30-10:45am, 12:30-1pm and 2:30-2:45pm)
Supplies can be picked up twice a month

Where: 665 Neal Drive, Peterborough

Please park in the parking lot; **the ramp is for loading only**

Food for schools is in a designated Food For Kids Section of the Warehouse – limit your selection to the foods in this area. These foods have been nutritionally approved for Student Nutrition Programs.

How:

Step 1: Check in at the Warehouse Office

Step 2: Either bring your order form with you, or take a school order form from the binder at the front table and fill it out. ***Not sure what you need?*** Refer to your school's previous order (also in the binder).

Step 3: Charlotte, a Kawartha Food Share employee, will pack your order and help you load your vehicle.

Step 4: Sign the school binder and record how many pounds of food you are taking.

<i>Date</i>	<i>Weight of food (lbs)</i>	<i>Signature</i>

Donations from Kawartha Food Share cannot be used for fundraising purposes.

Minute Maid

Minute Maid provides each school with 4 cases of frozen juice monthly (\$1 value per can). If you have freezer space, schools are encouraged to pick up a 2 month supply each time.

Pick-up details:

When: Pick-up can take place Tuesday-Friday (*staff unavailable between 11 and 11:30am*)

Where: 760 The Kingsway, Building 2

How:

Step 1: Contact Deb at destewart@coca-cola.com or 742-8011 ext 370 (at least 24 hours before pick-up)

Step 2: State your name, school and phone or email contact information

Step 3: Present yourself to security who will direct you to your pick-up location.

Step 4: Record this donation on monthly tracking sheets for the Ministry of Children and Youth Services

Donations from Minute Maid cannot be used for fundraising purposes.



Local Suppliers

Support **local** while enjoying the convenience of **free delivery** and **simple invoicing** directly to the school!

Empire Cheese & Butter Co-op

Empirecheese.ca

Food Type: Cheese

Phone: 705-653-3187; 1-800-461-6480

Fax: 705-653-3137

Submit orders online

Peterborough Wholesaler's Limited

peterboroughwholesalers.ca

Food type: Fresh vegetables and fruit

Contact: Jitan or Pat

Phone: 705-742-7847

Fax: 705-742-2816

Submit orders by phone or fax

****pending Food Safety Verification**

RJ's Fresh Produce

Food Type: Fresh vegetables, fruit and eggs

Contact: Rick, Jody or Marilyn

Phone: 705-742-4620; 1-800-661-4757

Fax: 705-742-4067

Submit orders by phone or fax

*Delivery is free within Peterborough;

\$1.50 in the county

Kawartha Dairy

Food type: 4L bags of 1% milk for \$5

Contact: Merv at Kawartha Dairy

Phone: (877) 453-6455, (705) 738-5123

*For schools **with** an Elementary School Milk Program (ESMP):*

(no limit to number of bags you can buy)

1. Connect with your principal to include your order on the school's ESMP order form. There is a separate section for 4L bags of 1% milk for breakfast programs.
2. Place your order along with your school's ESMP order. This frequency differs by school. Your bag(s) of milk will arrive with the ESMP milk order.

*For Schools **without** an Elementary School Milk Program:*

Free delivery of milk; a minimum order of 16 bags (4L each) required.

Find Local Food @ Farms At Work

farmsatwork.ca/local-food

Food Type: locally grown/produced food

Post your request online and wait for a farmer to contact you. From there, you work together to determine price and delivery.

****local farmers need to be pre-approved by Indran@pfr.ca to ensure compliant with food safety standards.**

Peterborough Public Health (PPH) is mandated by provincial legislation to inspect all “food premises” within our jurisdiction, with the goal of preventing foodborne illness.

We recognize the great benefits of Student Nutrition Programs and understand their unique non-profit and volunteer-driven nature. From a food safety perspective we must also recognize that these programs primarily cater to young children, who are particularly vulnerable to foodborne illness.

During a food safety inspection you can expect that the following food safety categories will be assessed.

Food Premises Regulation 562 - Food Safety Basics

*Where compliance with the Food Premises Regulation 562 is an issue, please refer to the regulation or contact Peterborough Public Health.

Temperature Control of Food

- Keep cold food at or below 4°C/40°F
- Keep frozen food at or below -18°C/0°F
- Keep food in hot-holding at or above 60°C/140°F after initial cooking or re-heating
- Cook all potentially hazardous foods to a minimum internal temperature of 74°C/165°F (whole poultry must be cooked to 82°C/180°F)
- Re-heat all potentially hazardous foods to a minimum internal temperature of 74°C/165°F
- Have internal probe thermometers on site to verify correct ‘hot’ internal temperatures
- Have monitoring thermometers in all fridges and freezers

Protect Food from Contamination

- Clearly label chemicals and store them away from food
- Store raw foods below ready-to-eat foods
- Keep foods covered
- Avoid direct hand-contact with food where possible
- Use water that is safe to drink for food preparation
- Keep all food items at least 15 cm off of the floor

Personal Hygiene and Handwashing

- Maintain a designated handwash sink in each food preparation area, provided with: hot and cold running water, liquid soap, paper towels
- Use handwash sinks for handwashing only
- Wash hands thoroughly before and after handling food
- Wear clean outer garments and hair constraints

Premises Clean and Properly Maintained

- Remove solid and liquid waste from the food preparation area on a daily basis, or more often if necessary
- Store waste in a sanitary manner
- Keep surfaces clean and sanitary
- Keep floors, walls and ceilings clean and in good repair
- All surfaces must be smooth, non-absorbent and easy to clean
- Maintain premises to exclude insects and vermin

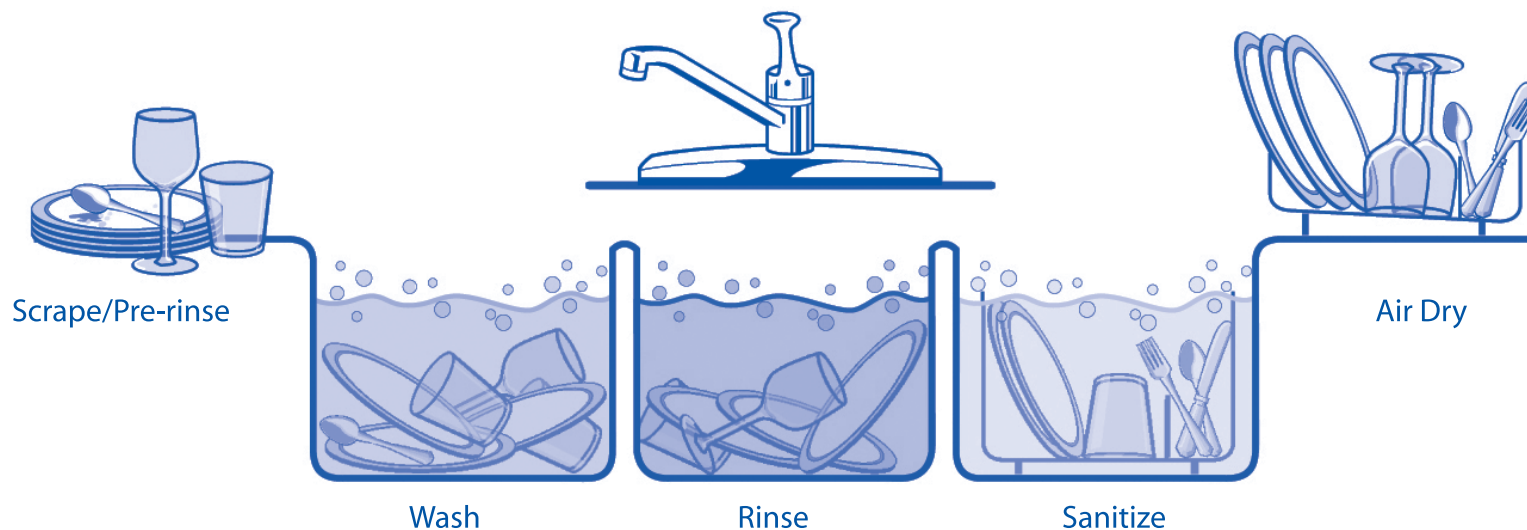
Clean and Sanitize Equipment and Utensils

- To clean and sanitize equipment “in-place”, wash with hot soapy water, rinse with clean hot water and sanitize with an approved sanitizer (e.g., quaternary ammonium at 400 ppm concentration, allow to sit for 45 seconds and wipe dry with clean cloth)
- Use test strips to ensure proper sanitizer concentrations
- Keep all food contact surfaces clean, sanitized and in good condition
- Wash all utensils, dishes, and equipment either by hand, using the two or three sink method (wash-rinse-sanitize) or in a mechanical dishwasher as required
- Mechanical dishwashers must either reach 82°C/180°F for a minimum of 10 seconds during the final rinse, or use a chemical sanitizer to sanitize (e.g., quaternary ammonium at 200 ppm)
- Residential dishwashers may be used as long as they are NSF Certified to Sanitize. The sanitize cycle must be used to wash dishes.

For more information please contact:

Matt Faris, CPHI(C), Public Health Inspector
Peterborough Public Health
Phone: 705-743-1000, ext. 318
Email: mfaris@peterboroughpublichealth.ca

THREE SINK Dishwashing Method



WASH

Wash with hot, soapy water.

RINSE

Rinse in clean, hot water no less than 43°C (110°F).

SANITIZE

By immersing utensils in not less than 100 ppm of chlorine solution at a minimum temperature of 24°C (75°F) for at least 45 seconds. Add 2 tsp. (10 ml) of 5 to 6% bleach in one gallon (4 litres) of water.

OR

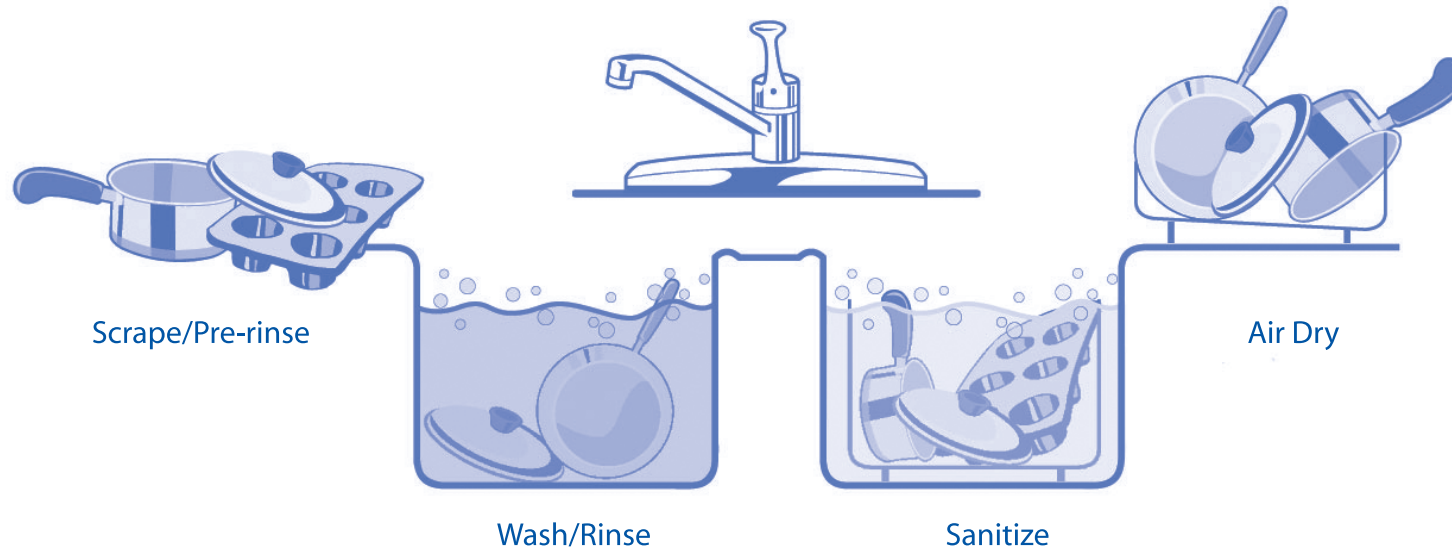
not less than 200 ppm of quaternary ammonium compound solution at a minimum temperature of 24°C (75°F) for at least 45 seconds (*mix according to manufacturer's instructions*).

OR

a clean solution containing not less than 25 ppm of available iodine at a temperature not lower than 24°C (75°F) for at least 45 seconds (*mix according to manufacturer's instructions*).

NOTE: Operator must provide a test kit to determine the concentration of the sanitizer and an accurate thermometer to determine the temperature of the sanitizer at the dish washing station.

TWO SINK Dishwashing Method



WASH

Wash with hot, soapy water.

RINSE

Rinse in clean, hot water no less than 43°C (110°F).

SANITIZE

By immersing utensils* in not less than 100 ppm of chlorine solution at a minimum temperature of 24°C (75°F) for at least 45 seconds. Add 2 tsp. (10 ml) of 5 to 6% bleach in one gallon (4 litres) of water.

OR

not less than 200 ppm of quaternary ammonium compound solution at a minimum temperature of 24°C (75°F) for at least 45 seconds (*mix according to manufacturer's instructions*).

OR

a clean solution containing not less than 25 ppm of available iodine at a temperature not lower than 24°C (75°F) for at least 45 seconds (*mix according to manufacturer's instructions*).

****Eating utensils must be sanitized using the three-sink dishwashing method.***

NOTE: Operator must provide a test kit to determine the concentration of the sanitizer and an accurate thermometer to determine the temperature of the sanitizer at the dish washing station.

The Six Steps of Proper Handwashing



Peterborough
Public Health

For more information, please call
705-743-1000

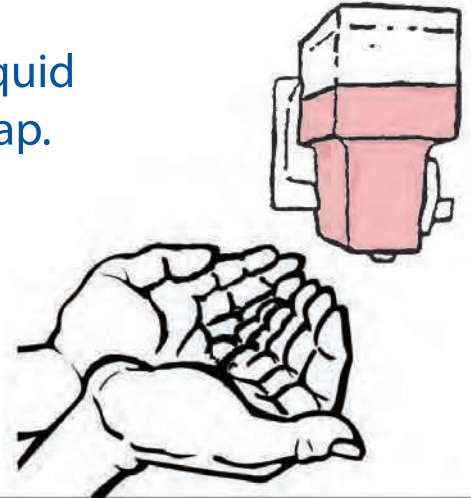
1.

Wet hands with warm water.



2.

Apply liquid hand soap.



3.

Later hands away from water.



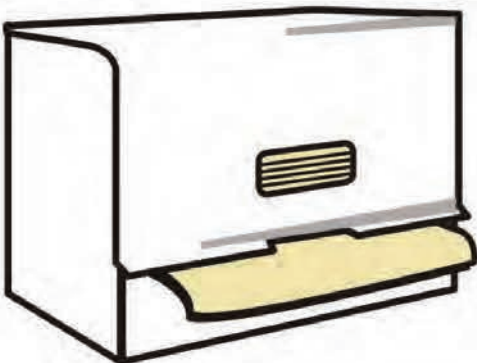
4.

Rinse.



5.

Dry hands with paper towel.



6.

Turn taps off with paper towel.



Food Handlers' Storage Guide

General guidelines for the shelf life of common foods. Read the label and check "best before" dates if applicable. Most foods are safe to eat if stored longer, but flavour and nutritional value will deteriorate. Discard if there is evidence of spoilage.

Refrigerator (4°C, 40°F)

Unless otherwise specified, cover all foods.

DAIRY PRODUCTS AND EGGS

(check "best before" dates)

Butter - unopened	8 weeks
- opened	3 weeks
Cheese - cottage (once opened)	3 days
- firm	several months
- processed (unopened)	several months
- processed (opened)	3-4 weeks
Margarine - unopened	8 months
- opened	1 month
Milk, cream, yogurt (once opened)	3 days

DELI AND VACUUM-PACKED PRODUCTS

Store prepared (or homemade)

Egg, chicken, tuna, ham, macaroni salads	2-3 days
Stuffed pork, stuffed lamb chops, stuffed chicken breasts	1 day
Store-cooked convenience meals	1-2 days
Commercial brand vacuum-packed dinners (unopened)	2 weeks

EGGS

Fresh, in shell	3 weeks
Raw yolks, whites	2-4 days
Hard, cooked	1 week
Liquid pasteurized eggs or egg substitute	
- opened	3 days
- unopened	10 days

FISH AND SHELLFISH

Clams, crab, lobster, mussels (live)	12-24 hours
Fish (cleaned) - raw	3-4 days
- cooked	1-2 days
Oysters (live)	24 hours
Scallops, shrimp (raw)	1-2 days
Shellfish (cooked)	1-2 days

FRESH FRUIT (RIPE)

Apples	2 months
- purchased February to July	2 weeks
Apricots (store uncovered)	1 week
Blueberries (store uncovered)	1 week
Cherries	3 days
Cranberries (store uncovered)	1 week
Grapes	5 days
Peaches (store uncovered)	1 week
Pears (store uncovered)	1 week
Plums	5 days
Raspberries (store uncovered)	2 days
Rhubarb	1 week
Strawberries (store uncovered)	2 days

FRESH VEGETABLES

Asparagus	5 days
Beans (green, wax)	5 days
Beets	3-4 weeks
Broccoli	3 days
Brussels sprouts	1 week
Cabbage	2 weeks
Carrots	several weeks
Cauliflower	10 days
Celery	2 weeks
Corn	use same day
Cucumbers	1 week
Lettuce	1 week
Mushrooms	5 days
Onions (green)	1 week
Parsnips	several weeks
Peas	use same day
Peppers (green, red)	1 week
Potatoes (new)	1 week
Spinach	2 days
Sprouts	2 days
Squash (summer)	1 week

MEAT, POULTRY

Uncooked

Chops, steaks	2-3 days
Cured or smoked meat	6-7 days
Ground turkey, veal, pork, lamb	1-2 days
Hamburger, ground and stewed meats	1-2 days
Poultry	2-3 days
Roasts	3-4 days
Variety meats, giblets	1-2 days

Cooked

All meats and poultry	3-4 days
Casseroles, meat pies, meat sauces	2-3 days
Soups and stews (vegetable or meat)	3-4 days
Other	
Hot dogs - opened package	1 week
- unopened package	2 weeks
Lunch meats - opened package	3-5 days
- unopened package	2 weeks

MISCELLANEOUS FOODS

Coffee (ground)	2 months
Mayonnaise, salad dressings, commercial (refrigerate once opened)	2 months
Nuts	4 months
Shortening	12 months
Whole wheat flour	3 months

Cupboard (room temperature)

Unless otherwise specified, times apply to unopened packages.

CEREAL GRAINS

(once opened, store in airtight containers, away from light and heat)

Bread crumbs (dry)	3 months
Cereals (ready-to-eat)	8 months
Cornmeal	6-8 months
Crackers	6 months
Pasta	several years
Rice	several years
Rollled oats	6-10 months
White flour	1 year
Whole wheat flour	3 months

CANNED FOODS

(once opened, store covered in airtight container in refrigerator)

Evaporated milk	9-12 months
Other canned foods	1 year

DRY FOODS

(once opened, store in airtight containers, away from light and heat)

Baking powder, baking soda	1 year
Beans, peas, lentils	1 year
Chocolate (baking)	7 months
Cocoa	10-12 months
Coffee (ground)	1 month
Coffee (instant)	1 year
Coffee whitener	6 months
Fruit (dried)	1 year
Gelatin	1 year
Jelly powder	2 years
Mixes (cake, pancake, tea biscuit)	1 year
Mixes (pie filling and pudding)	18 months
Mixes (main dish accompaniments)	9-12 months
Potatoes (flakes)	1 year
Skim milk powder - unopened	1 year
- opened	1 month
Sugar (all types)	several years
Tea bags	1 year

MISCELLANEOUS FOODS

Honey	18 months
Jam, jellies (once opened, store covered in refrigerator)	1 year
Mayonnaise, salad dressings	
- unopened	6 months
Molasses	2 years
Nuts	1 month
Peanut butter - unopened	6 months
- opened	2 months
Pectin - liquid	1 year
- opened (store covered in refrigerator)	1 month
- powdered	2 years
Sandwich spread (once opened, store covered in refrigerator)	8 months
Syrups - corn, maple, table	1 year
Vegetable oils (once opened, store covered in refrigerator)	1 year
Vinegar	several years
Yeast (dry)	1 year

VEGETABLES

Potatoes, rutabaga, squash	1 week
Tomatoes	1 week

Cool room (7-10°C, 45-50°F)

Onions (dry, yellow skin)	6 weeks
Potatoes (mature)	6 months
Rutabaga (waxed)	several months
Squash (winter)	several months

Freezer (-18°C, 0°F)

Use freezer wrapping or airtight containers. Freeze fresh food at its peak condition.

DAIRY PRODUCTS AND FATS

Butter - salted	1 year
- unsalted	3 months
Cheese - firm, processed	3 months
Cream - table, whipping (separates when thawed)	1 month
Ice cream	1 month
Margarine	6 months
Milk	6 weeks

FISH AND SHELLFISH

Fish (fat species: lake trout, mackerel, salmon)	2 months
Fish (lean species: cod, haddock, pike, smelt)	6 months
Shellfish	2-4 months

FRUITS AND VEGETABLES

1 year

MEAT, POULTRY AND EGGS

Uncooked

Beef (roasts, steaks)	10-12 months
Chicken, turkey - cut up	6 months
- whole	1 year
Cured or smoked meat	1-2 months
Duck, goose	3 months
Eggs - raw yolks, whites	4 months
- liquid pasteurized eggs or egg substitute - unopened	4 months
- fresh in shell	DO NOT FREEZE

Hamburger, ground and stew meats	3-4 months
Lamb (chops, roasts)	8-12 months
Pork (chops, roasts)	8-12 months
Sausages, wieners	2-3 months
Variety meats, giblets	3-4 months
Veal (chops, roasts)	8-12 months

Cooked

All meat	2-3 months
All poultry	1-3 months
TV dinners, casseroles, meat pies (all brands)	3-4 months
Soups and stews - vegetable and meat added	2-3 months
Other	
Hot dogs - opened/unopened package	1-2 months
Lunch meats - opened/unopened package	1-2 months

MISCELLANEOUS FOODS

Bean, lentil, pea casseroles	3-6 months
Breads (baked or unbaked, yeast)	1 month
Cakes, cookies (baked)	4 months
Herbs	1 year
Pastries, quick bread (baked)	1 month
Pastry crust (unbaked)	2 months
Pie (fruit, unbaked)	6 months
Sandwiches	6 weeks
Soups (cream)	4 months



**Peterborough
Public Health**

**Environmental Health
Peterborough Public Health**
Jackson Square, 185 King Street
Peterborough, ON K9J 2R8

705-743-1000

peterboroughpublichealth.ca

CATEGORIES														
Time Frame Past Best Before	Fruit / Vegetables	Fruit / Vegetable Juices	Bread	Grains & Cereals	Meat uncooked	Meat cooked	Deli Meats	Dairy- Pasteurized	Dairy- Sterilized	Fats	Combination Foods	Soups/Stews	Non-Food	Infant Formula and Nutritinal Supplements
	Categories Explained													
Product Descriptions	Fresh Produce	Juices and Drinks-Tetra Pak, Bottled (Not requiring refrigeration prior to opening)	Loaves, Rolls, Bagels, Muffins	Granola, Flours, Rices, Dry Pastas, Cookies, Crackers	Packaged and Bulk	Examples: Prepared Food from Food Service Providers. Canned Tuna, Salmon	Deli Meats, Sausages	Milk (Fresh, Powdered, Canned)	Tetra-Pak Milk (UHT)	Butter, Margarine	May contain Popcorn, Condiments, Tomato Sauces, Canned Pastas, Cooking Oils	Soups, Stews, Gravies. Could be Food Service Packaged or in Larger Quantities	Laundry Detergent, Mixed Product Pallets, Body Washes, Deodorants, Diapers, Infant Wipes	Note: These products do not contain Best Before Dates, only Expiry Dates
Room Temperature	Fresh 2-7 days	1 Month (Tetra Pak)	1 Week	NA	less than 2 hours	less than 2 hours	less than 2 hours	< 2 hours (after open)	< 2 hours (after open)	1 Week	NA	less than 2 hours	NA	Do Not Distribute Past Expiry Date
Refrigerated	Fresh 1-4 Weeks (depending on produce)	3-6 Months (Tetra Pak)	2 Week	NA	3-4 Days	Fish and Shellfish 1-2 days other 3 Days	5-7 days	2 Weeks (after open/ reconstituted)	2 Weeks (after open/ reconstituted)	3 Months	NA	2-3 Days	NA	
Frozen	1 Year	1 Year	1 Month	NA	beef, lamb pork, veal, whole poultry 12 months, poultry pieces 6 months, ground meat 2-3 months, fish 2-6 Months, and shellfish 2-4 months	beef, lamb pork, veal, 3 months whole poultry 2 months, food mixtures 3 months	2-3 months	6 months	NA	6 Months	3 Months	3 Months	NA	
Canned/Jarred	1 Year	1 Year	NA	NA	NA	1 Year	1 Year	1 Year	NA	NA	1 Year	1 Year	1 Year	
Boxed/Bagged	NA	NA	1 Week	6-12 Months	NA	NA	NA	Varies*	6 months	NA	6 Months	1 Year	1 Year	

*Milk powder

Temperature is a critical quality factor for milk powder. Keep milk powder cool.

Best Before Date-

This gives consumers information as to when the product is at its best - with sensory qualities as acceptable as the day it was made when stored under appropriate conditions and packaging is intact.
Best Before dates indicate the shelf life of foods. They are not indicators of food safety.

Expiry Date-

Tells consumers that the product may not be providing them with the nutrients expected of the product and they should no longer consume it after that date.

Products with Expiry Dates must never be shared past the date on the packaging.

Products Include

-Infant Formula (Canned or Boxed, Liquid or Powdered), Baby Foods (Canned or Boxed, Liquid or Powdered), Nutritional Supplements and Meal Replacements (Canned, Boxed, or Ready to Use, Liquid or Powdered)

- Food Products and their ability to be shared should always be based on:**
- 1) Ensuring the product has been handled safely (ie. Chilled product is kept chilled)
 - 2) Assessing all cans for integrity (i.e., dents, creases, etc.) based on Food Banks Canada Safe Food Handling Standards
 - 3) That the product is at a level of quality (e.g., taste and smell) that is still worth sharing
 - 4) That the Manufacturer's Branding will not be compromised if the product is shared

Note

This information is to be used as a guide only. It was developed based on general knowledge, industry practices and the understanding that best before dates are about sensory quality.

For reference:

Canadian Food Inspection Agency, Date Labelling on Pre-packaged Foods, Date Modified: 2013-07-07, Available at:
<http://www.inspection.gc.ca/food/information-for-consumers/fact-sheets/labelling-food-packaging-and-storage/date/eng/1332357469487/1332357545633>.
M.A. Freitas, J.C. Costa, Shelf life determination using sensory evaluation scores: A general Weibull modeling approach, Computers & Industrial Engineering, Vol. 51, No. 4, 2006, pp. 652-670.
A. Giménez, F. Ares, G. Ares, Sensory shelf-life estimation: A review of current methodological approaches, Food Research International, Vol. 49, No 1, 2012, pp. 311-325.
S. Guerra, C. Lagazio, L. Manzocco, et al., Risks and pitfalls of sensory data analysis for shelf life prediction: Data simulation applied to the case of coffee, Food Science and Technology, Vol. 41, No. 10, 2008, pp. 2070-2078.
Utah State University Cooperative Extension Service, Food Storage: Dried Milk, Available at: <http://extension.usu.edu/foodstorage/htm/dried-milk>

Date Labelling on Pre-packaged Foods

Information about dates on pre-packaged food is a valuable source of information for consumers. A basic understanding of what terms are used can help you to better understand these labels.

Durable Life

- "Durable life" means the anticipated amount of time that an unopened food product, when stored under appropriate conditions, will retain its
 - freshness,
 - taste,
 - nutritional value, or
 - any other qualities claimed by the manufacturer.
- A "best-before" date, also known as a "durable life date", tells you when this durable life period ends.
- This information is usually found on the label with the words "best before" and "meilleur avant."
- **"Best before" dates do not guarantee product safety.** However, they do give you information about the freshness and potential shelf-life of the unopened foods you are buying.

"Best before" Date

- "Best before" dates and proper storage instructions (if they differ from normal room temperature) must appear on pre-packaged foods that will keep fresh for 90 days or less, and are packaged at a place other than the retail store from which they are sold.
- Retail-packed foods that have a durable life date of 90 days or less must be labelled with
 - the packaging date (known as "packaged on" date); and
 - the durable life* of the food on the label or on a poster next to the food

** durable life can be expressed several ways, for example, the number of days a product will retain its freshness or may be applied as a "best before" date.*

Expiration Date

- Expiration dates must be used on the following products:
 - formulated liquid diets (a nutritionally complete diet for persons using oral or tube feeding methods)
 - foods represented for use in a very low-energy diet (foods sold only by a pharmacist and only with a written order from a physician)
 - meal replacements (a formulated food that, by itself, can replace one or more daily meals)
 - nutritional supplements (a food sold or represented as a supplement to a diet that may be inadequate in energy and essential nutrients)
 - human milk substitutes (infant formula)
- After the expiry date, the food may not have the same nutrient content declared on the label.
- Food should not be eaten if the expiration date has passed. They should be discarded.



"Use by" Date

- The *Food and Drug Regulations* state the terms "use by" and "employez avant" may replace "best before" for pre-packaged fresh yeast only.
- It must be presented in the same form and manner as the "best before" date.

"Best before" dates on products with a shelf life greater than 90 days

- Foods with an anticipated shelf life greater than 90 days are not required to be labelled with a "best before" date or storage information. If manufacturers and retailers choose to provide customers with this information, they must follow the required manner of declaration, as described below.

How a "best before" date is shown on a label

- The "best before" date must be identified using the words "best before" and "meilleur avant" grouped together with the date, unless a clear explanation of the significance of the "best before" date appears elsewhere on the label.
- The "best before" date may appear anywhere on the package.
- If it is placed on the bottom, this has to be indicated elsewhere on the label.
- The month must be in both official languages or indicated by using specified bilingual symbols.
- The year is optional, unless it is needed for the sake of clarity (for example, if the shelf life extends into a new calendar year).
- If included, the year must appear first, followed by the month, then the day.

Best before

08 JA 30

Meilleur avant

January: JA

February: FE

March: MR

April: AL

May: MA

June: JN

July: JL

August: AU

September: SE

October: OC

November: NO

December: DE

Eating food that has passed the "best before" date

- You can buy and eat foods after the "best before" date has passed. However, when this date has passed, the food may lose some of its freshness and flavour, or its texture may have changed. Some of its nutritional value, such as vitamin C content, may also be lost.
- Remember that "best before" dates are not indicators of food safety, neither before nor after the date. They apply to unopened products only. Once opened, the shelf life of a food may change.
- **Never** use your nose, eyes or taste buds to judge the safety of food. You cannot tell if a food may cause foodborne illness by its look, smell or taste. And remember: "If in doubt, throw it out!"
- Foods that are likely to spoil should be properly stored, and they should be eaten as quickly as possible. Harmful micro-organisms that lead to foodborne illness can grow in foods, even if they do not appear to be spoiled.



Funding Sources

Partial funding is generally provided by:

- **Ministry of Children and Youth Services (cheques distributed in September and February)**

Funds to be used for food and disposable supplies

- **President's Choice Children's Charity (Formerly, Breakfast for Learning)**

(available to select schools only)

Funds to be used for food, supplies and equipment

- **Breakfast Clubs of Canada (available to select schools only)**

Funds to be used for food, supplies and equipment

- **The Grocery Foundation (available to select schools only)**

Funds to be used for food, supplies and equipment

The amount each school receives is based on their Annual Summary and Monthly reports, and is distributed through the Peterborough Family Resource Centre.

Additional Funding and Donations

- Donations from the local community help cover the cost of food and supplies. Schools should approach local businesses, churches, service clubs, parents and school councils. See sample letter provided. Fundraising efforts need to be approved by your principal and must follow your School Board's fundraising policy. Cheques made out to Peterborough Public Health will generate a charitable tax receipt. *The school will receive a cheque from Peterborough Public Health for the full amount if the recipient school is indicated.*
- Food for Kids Peterborough and County may provide financial assistance for equipment and food. Prior to obtaining funds, a discussion to review expenditures, brainstorm cost-saving ideas and to determine potential sources of support within the school community (e.g. parent council, school council) takes place. The request will be brought forward to the Food for Kids Steering Committee via the Food for Kids SNP Coordinator.
- Organizations who provide support (please go to their websites for more information):
 - Grocery Foundation

School programs can purchase vouchers to receive a discount on certain milk products, breads and disposable supplies. Please contact Angela Fuchs at angela.fuchs@snpcce.ca if you are interested in purchasing Grocery Vouchers.

- Metro Green Apple Grant: greenapple.metro.ca
- Show Kids You Care: showkidsyoucare.org
- Mazon Canada: mazoncanada.ca
- Aviva Community Fund : avivacommunityfund.org
- Canada Post Community Foundation: canadapost.ca
- DuPont Pioneer **(please contact Angela Fuchs for application information)**

Put on School Letterhead

DATE

NAME

STREET ADDRESS

CITY

POSTAL CODE

Dear XXXXXX:

Children who eat breakfast perform better at school. Our school works hard to ensure that our students have access to healthy food through breakfast and snack clubs. Students arrive at school hungry for many reasons: long bus rides, hurried morning routines, lack of parental supervision, or lack of food at home. Our programs provide hungry children with fresh produce, hot and cold cereals, milk, cheese, muffins, and yogurt in a safe environment, free from stigma and judgment.

We need your support!

During this past school year, our program served XXXXX students, providing healthy food XXXXX days a week. Our program's financial needs are urgent at this time with capped funding, rising food costs, growing student participation, anticipated equipment needs, food safety requirements and strained economic times.

If you are interested in making a donation, or becoming a volunteer, you can contact me, or visit www.FoodForKidsptbo.ca to make a donation online; cheques can be made to Peterborough County-City Health Unit. The full amount of your donation can be directed to our school. Tax receipts for financial contributions will be issued upon request.

Your contribution would positively impact the ability for our local children and youth to attend school each day well-nourished and ready to learn!

Thank-you for your consideration of this request. Please feel free to contact me if you have any questions.

Sincerely,

NAME

SCHOOL

PHONE

EMAIL



Make a Donation to Our School Breakfast Program

Parents are an important partner in our School Breakfast Program.
Please consider making a food donation to support our program.

Next time you go grocery shopping, purchase one of the items below and drop it off at our Breakfast Program.

Yes... I am interested in ensuring that every student can attend class well-nourished and ready to learn!

☐ cheese strings ☐ yogurt tubes ☐ bag of apples ☐ brick of cheese ☐ bag of milk

Name: _____

Phone: _____ Email: _____

Financial donations are also gratefully accepted.

On-line donations can be made to Food For Kids Peterborough and County at www.foodforkidsptbo.ca by clicking on the icon **Donate Now**. Include our school's name in the comment box. A printable tax receipt will be issued.

Interested in volunteering? Contact the school today!

Thank you!

Research shows that students with access to a breakfast program have reduced risk for disease, are more likely to come to school and participate in class, have better test scores, and are more likely to graduate.



The Three 'R's of Volunteer Coordination

When managing volunteers, it is important to remember the three "R"s. **Recruitment, Retention, and Recognition.** **Recruiting** good volunteers that fit your group is crucial to running a successful program. **Retaining** your volunteers means low volunteer turnover which means less need to train new volunteers all the time. **Recognizing** the hard work of your volunteers is so important to keep your retention high and your need for recruitment low. Besides, no one likes to work hard without recognition. Usually, a simple thank-you on a regular basis is all that is needed. While each volunteer is motivated for different reasons, (they have spare time and want something to do, they want to give back, they love being around children etc) each brings unique experiences and talents to your group. Make sure you understand your volunteer's motivations in order to maximize your volunteer's talents.

Recruit Volunteers:

- Set up a display at the school open house. Openly ask people to volunteer.
Displays are available from Food for Kids. Contact Luisa at Imagalhaes@peterboroughpublichealth.ca.
- Market to all parents; focus on parents of primary students.
- Have a regular column in the school newsletter.
- Consider the skills needed on your team and approach someone specifically who has those skills.
- Use the school's bulletin board to post "VOLUNTEERS NEEDED" notices.
- Have current volunteers bring a friend with them for the day.
- Ask older students to help with younger children, deliver food to classrooms, and clean up.
- Recruit high school students who need community service hours.
- Consider having volunteers sign up for specific jobs: e.g. Server, Shopper, Communicator, Fundraiser, Nutrition Checker, Budget Manager, Record Keeper, or Volunteer Recruiter.
- Recruit volunteers from your local church, synagogue or mosque by asking them to announce your volunteer needs at a meeting or put up a poster on their bulletin board.
- Recruit volunteers from your local Lions Club or Kinsmen Club. Make a presentation at their meeting or ask them to include your information in their next newsletter/email
- Retired folks make great volunteers. Make a presentation to your local seniors group.
- New Canadians are often looking to engage with their community. Contact the New Canadians Centre and ask them to post your volunteer listing 705-743-0882.

Recruitment Resources

www.fourinfo.com – list your volunteer needs in the online volunteer listings. Call 705-742-0393 or email volunteer@uwpeterborough.ca

www.volunteercanada.ca – this is a great online resource for volunteer management.

The Association of Volunteer Managers is a Peterborough group that provides professional development opportunities for managers of volunteers. Contact them at amvspeterborough@gmail.com

Retain Volunteers:

1. Create a quality volunteer experience:
 - a. Provide new volunteers with an orientation to the program (see New Volunteer Checklist)
 - b. Meet volunteer expectations
 - c. Provide the right amount of supervision, support and recognition
 - d. Make volunteers feel part of a team
 - e. Respect volunteers and involve them in decision-making
 - f. Ensure their time is well spent
2. Make them a “true believer” in the cause of the program:
 - a. Volunteers see value in their contribution
 - b. Volunteers see the impact of what they do and the positive effects on the students
3. Provide organizational support:
 - a. Volunteers feel part of a team that works together to feed hungry children
 - b. Volunteers receive adequate orientation and training
 - c. The school committee/council is committed to and supports the program
4. Ensure Volunteers get more than they give:
 - a. Gain additional skills
 - b. See positive changes
 - c. Feel great about their contribution

Recognize Volunteers:

Work with your School Principal to recognize your Breakfast program’s volunteers!

- Recognize a volunteer’s birthday.
- Profile a volunteer each month in the school newsletter or on the bulletin board.
- Have students create an appreciation card or poster of thanks.
- Thank volunteers on a regular basis.
- Listen to volunteers’ ideas and suggestions and use them in the program.
- Encourage students to thank volunteers.
- Invite the Principal and teachers to visit the program and show their appreciation.
- Involve everyone who has agreed to help.
- Recognize volunteers at school’s annual volunteer appreciation event (if your school has one)

Food for Kids “Thank-you” cards are available, for free, from Luisa,

Imagalhaes@peterboroughpublichealth.ca



PETERBOROUGH AND COUNTY
Student Nutrition Programs

Volunteer Registration Form for Breakfast and Snack Program

*Your time and efforts allow children to attend school well-fed and ready to
learn to their full potential!*

Name: _____

Phone Number: _____

Email Address: _____

When are you available?

DAYS:

TIMES:

- | | | | |
|------------------------------------|----------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Evening |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Evening |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Evening |
| <input type="checkbox"/> Thursday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Evening |
| <input type="checkbox"/> Friday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Evening |

Comments:

What do you want to do? Check all that interest you:

☐ Serve:

Prepare and serve meals or snack bins

☐ Recruit:

Find and train volunteers and prepare a
schedule for various tasks

☐ Shop:

Shop for food for the program

☐ Record Keep:

Keep track of number of meals served daily, and
incoming donations

☐ Kawartha Food Share pick-up:

Pick up food from KFS twice per month

☐ Fundraising:

Plan and organize fundraising opportunities

☐ Food preparation / baking:

Washing fruit, baking muffins, packing grains

☐ Communicate:

Develop program communications (e.g.
newsletter articles, bulletin board posts) to
inform volunteers and school community; assist
Principal and School Council with volunteer
recognition events.

☐ Budget:

Manage the budget and fill out financial report
three times a year

☐ Ensure Nutrition:

Plan/review menus ensuring nutrition standards
are met

Thank-you!

*Students with access to breakfast programs have reduced risk for disease, are more likely to come to
school and participate in class, have better test scores, and are more likely to graduate.*



Reporting Schedule

DAILY:	MONTHLY:	QUARTERLY: <i>(December, April, June)</i>	ANNUALLY:
Fill out...	Submit...	Submit...	Submit...
Daily Tracking Report	Daily Tracking Report Donations Report	Expense Report	Food For Kids Annual Report

*All reports are due to the Student Nutrition Program Coordinator.

A reminder will be sent out one week prior to its' due date.

Report Details:

1. Daily Tracking Report

Please complete the appropriate form daily, and submit monthly

Funding from the Ministry of Children and Youth Services is determined based on school enrolment, number of days the program operates, and number of meals served each day, so PLEASE BE DILIGENT!

If you serve a different number of students each day:

- ☐ Breakfast ONLY (sit&serve OR grab&go)
- ☐ Breakfast AND Morning Meal/Snack

If you serve the same number of students each day:

- ☐ BIN Breakfast OR Morning Meal
- ☐ BIN Breakfast/Morning Meal AND Morning Meal/Snack/Lunch

Try these ideas for Daily Tracking!

Grab and Go/ Sit and Serve

- Daily chart, notebook, where students make a check mark each time they come through the line
- Count number of plates or bowls used, issuing a new one each time a student passes through
- Amount of food put out for each food group (3 food groups = 1 meal)

Bin model

- Put the same amount of food in bin each day, then use that number for tracking
- If food is sent to each classroom, use class number or school enrolment number for tracking

2. Donations

Track contributions of food, supplies, equipment and money to your program from parents, fundraising events, agencies, businesses, school board, school council, service clubs and individuals. This information is used to thank sponsors in Peterborough County and City and to determine the true cost of running Student Nutrition Programs (used to advocate for more sustainable sources of funding).

This does not affect your Ministry Funding.

3. Expense Reports

Each school must keep receipts for food purchased with their annual funding from the Ministry of Children and Youth Services.

Reports are due to the Student Nutrition Program Coordinator **three times a year**: December, April and June.

4. Food For Kids Annual Report

These forms will be emailed or faxed to you in early April, and are due by the end of April.

NUTRITION LABELLING

- Nutrition labelling is information found on the labels of prepackaged foods. It includes the Nutrition Facts table and ingredient list. Use the information found there to choose foods to “Serve”.
- Read food labels to compare products and choose the healthier option. When looking at nutrients using the Percent Daily Value (%DV) on the Nutrition Facts table, 5% or less of a nutrient is a little and 15% or more is a lot.

Nutrition Facts Valeur nutritive	
Per 1 cup (55 g)/Par 1 tasse (55 g)	
Amount Teneur	% Daily Value % valeur quotidienne
Calories / Calories 220	
Fat / Lipides 9 g	14 %
Saturated / saturés 5 g	
+ Trans / trans 0.4 g	30 %
Cholesterol / Cholestérol 35 mg	
Sodium / Sodium 140 mg	6 %
Carbohydrate / Glucides 34 g	11 %
Fibre / Fibres 2 g	8 %
Sugars / Sucres 8 g	
Protein / Protéines 3 g	
Vitamin A / Vitamine A	4 %
Vitamin C / Vitamine C	0 %
Calcium / Calcium	2 %
Iron / Fer	6 %

Reference amount.

“Low in sodium” means **less than or equal to 140 mg** of sodium per reference amount.

Hot and cold cereals, baked goods and granola bars should have **less than or equal to 8 g** of sugar per 30 g serving.

PLANNING AND SHOPPING TIPS

- Use Canada’s Food Guide food serving sizes and the food packaging to calculate the number of servings in a product, and what amount you will need to buy.
- Choose Ontario grown vegetables and fruits, and other Ontario-made products. Look for the Foodland Ontario symbol when shopping.
- Check online and store flyers for sales, coupons and specials that will help reduce food costs. Use price matching if allowed at your grocery store.



STUDENT NUTRITION PROGRAM

Nutrition Guidelines

2016

Ministry of Children and Youth Services



POCKET GUIDE



INTRODUCTION

This Pocket Guide is the companion to **Ontario's Student Nutrition Program (SNP) Nutrition Guidelines, 2016**. This Pocket Guide will help you:

- Choose foods and beverages to buy that will meet the SNP Nutrition Guidelines program guiding principles (see below);
- Plan nutritious menus for your program using a meal planning checklist;
- Select foods and beverages with the most nutritional value; and
- Plan grocery shopping trips.

Please refer to **Ontario's SNP Nutrition Guidelines, 2016** booklet for more information.

Program Principles



Offer vegetables and/or fruit with every meal and/or snack. Choose Ontario grown produce as much as possible.



Meals contain one serving from three out of the four food groups of Canada's Food Guide, and must include at least one serving from the Vegetables and Fruit food group **and** one serving from the Milk and Alternatives food group.



Snacks contain at least one serving from the Vegetables and Fruit food group and one serving from another food group from Canada's Food Guide.



Drinking water is always available and offered.



Be environmentally conscious. Use good food service practices by using reusable/recyclable dishes and utensils when possible. Minimize waste from food packaging and disposable items.



Practice safe food handling at all times.

MEAT AND ALTERNATIVES

- Seasoned or flavoured liquid egg product
- Salted or coated nuts or seeds, and nut, legume or seed butters that have added flavours
- Store-bought breaded and fried meat alternatives
- Simulated meat strips, imitation bacon bits
- Meatless hot dogs, sausages, bacon
- Store-bought breaded and battered fried fish and fresh, frozen or canned fish high in mercury
- Store-bought breaded or battered fried chicken or other meat
- Wieners/hot dogs, sausages, pepperette meat sticks
- Prepared/cured meats with added sauces
- Deli meats

OTHER LOW NUTRIENT FOODS AND BEVERAGES

- Caffeinated drinks
- Diet and regular pop, sweetened iced tea
- Energy drinks or sports drinks
- Flavoured or vitamin water
- 'Protein' or meal replacement drinks and bars
- Candy (including yogurt covered, gummy-type, licorice, fruit flavoured)
- Chocolate, chocolate bars (including energy and protein-type bars)
- Marshmallows
- Jellied type desserts
- Frozen treats (e.g., ice cream, freezie-type, popsicles, slushies, frozen juice snacks, frozen yogurt)
- Hard margarines
- Lard or shortening
- Palm oil
- Foods with artificial trans fat
- Tea and coffee

VEGETABLES AND FRUITS

- Fresh, frozen, canned and dried vegetables and fruit with added sugar, salt or sauce
- Fruit flavoured drinks such as fruit punches, cocktails
- Fruit leathers and fruit snacks (e.g., gummies and rolls)
- Sweetened applesauce or fruit purées
- Packaged potato products (e.g., french fries, hash browns)
- Vegetable and fruit chips (e.g., potato, carrot, banana)
- Cream based vegetable soups

GRAIN PRODUCTS

Whole grain, whole wheat or bran is not first on ingredient list and sugar > 8 g per 30 g serving.

- Enriched wheat flour or multigrain bread, bagel, buns, English muffins, pancakes, waffles and tortillas
- Flavoured or sugar coated breads and bagels
- Cereal with chocolate, candies, marshmallows or sugar-coated pieces
- Pre-packaged sweetened oatmeal
- Baked goods, including granola or cereal bars with chocolate, caramel, marshmallows, candy or chocolate pieces or dipped in yogurt
- Toaster pastries, pastries, croissants, cakes, cupcakes, donuts, pies and squares
- Microwaveable popcorn and/or popcorn with added flavours
- Pretzels, pita chips and other chip-like snack foods (including seasoned mini-rice cakes, nachos)
- White rice, rice noodles and enriched white pasta
- Instant or flavoured, pre-packaged grains, rice and pasta and instant noodle soup

MILK AND ALTERNATIVES

- Hot chocolate
- Milkshakes
- Unfortified soy beverage and other plant-based beverages (e.g., coconut, rice, almond, potato milk/beverages)^A
- Table cream, coffee cream, whipping cream, non-dairy whipped cream toppings
- Yogurts with candy/chocolate toppings
- Processed cheese slices

MENU PLANNING CHECKLIST

After you have completed your menu, be sure that it meets each of the following requirements:

	REQUIREMENTS	YES
1	All meals contain 1 serving from three out of the four food groups of Canada's Food Guide. Meals must contain: <ul style="list-style-type: none"> • 1 serving from the Vegetables and Fruit food group; and • 1 serving from the Milk and Alternatives food group. 	
2	Snacks contain: <ul style="list-style-type: none"> • 1 serving from the Vegetables and Fruit food group; and • 1 serving from another food group from Canada's Food Guide. 	
3	All foods that are offered meet the SNP Nutrition Guidelines for all food groups, specifically: <ul style="list-style-type: none"> • Whole grain, whole wheat or bran is first on ingredient list for grain products. • Sugar ≤ 8 g per 30 g serving for baked goods, cereal or granola bars, and hot/cold cereals. 	
4	All main ingredients in mixed dishes meet the SNP Nutrition Guidelines for all food groups.	
5	Food items identified as "Do Not Serve" in the SNP Nutrition Guidelines are not included in the menu.	
6	Foods listed as minor ingredients in the SNP Nutrition Guidelines are used in small amounts.	
7	Drinking water is always available and offered to children and youth.	

The Food and Beverage Choice Tables are not complete lists. If you have a question about a food item not on the list, contact your SNP Lead Agency or local public health unit.

VEGETABLES AND FRUITS

- Fresh, frozen, canned and dried vegetables and fruit with no added sugar, salt or sauce
- Canned fruit in juice or light syrup, drained
- Unsweetened fruit sauce or fruit blends
- Potatoes, boiled, baked or mashed
- 100% vegetable juice, low in sodium
- Salsa

GRAIN PRODUCTS

Whole grain , whole wheat or bran is first on ingredient list and sugar ≤ 8 g per 30 g serving.

- Whole grain or whole wheat breads, buns, bagels, rolls, English muffins, pitas, tortilla, flatbreads, roti, naan, bannock
- Oatmeal (e.g., quick cooking , large flake, instant)
- Some cold/dry cereals
- Baked goods, including granola or cereal bars **without** chocolate, candy or marshmallows and not dipped in chocolate or yogurt
- Whole grain crackers, breadsticks, and brown rice cakes
- Whole grain pasta or polenta
- Whole grains such as brown rice, quinoa, oats, bulgur and buckwheat



GOOD TO KNOW!

On an ingredient list, whole grains could be written as: whole grain whole wheat, cracked wheat, wheat berries, whole grain rye, barley, wild or whole grain brown rice, bulgur, whole oats, rolled oats, whole grain couscous, flaxseed, kamut, amaranth, millet, quinoa, sorghum, spelt, buckwheat, corn, corn meal and whole triticale.

MILK AND ALTERNATIVES

- Plain skim, 1%, 2%, 3.25% cow's milk or, skim or partly skimmed milk powder
- Unsweetened, fortified soy beverage
- Plain or flavoured yogurt, soy yogurt and kefir
- Flavoured yogurt tubes and drinkable yogurt
- Hard and soft, non-processed cheese
- Cheese strings, cheese curds

MEAT AND ALTERNATIVES

- Whole eggs or plain liquid egg product
- Whole nuts^A and seeds (plain, unsalted), and nut,^A legume, and seed butters
- Hummus or other bean dips
- Dried or canned beans, lentils, peas with no added salt or sauce
- Tofu, tempeh, textured vegetable protein^A
- Fresh, frozen, or canned fish low in mercury^B with no breading, sauces, salt or seasonings unless added on-site
- Plain, fresh, frozen or pre-cooked chicken, turkey, lamb, lean beef, pork
- Rotisserie-style chicken
- Traditional meats and wild game

FOOD GUIDE SERVINGS

Use the Canada Food Guide serving sizes below when planning your menus.

Vegetables and Fruit: 125 mL (½ cup) fresh, frozen or canned vegetable/fruit or 250 mL (1 cup) leafy raw vegetables or salad or 1 piece of fruit.

Grain Products: 1 slice (35 g) bread, ½ bagel (45 g), ½ pita (35 g), ½ tortilla (35 g), 125 mL (½ cup) cooked rice, pasta, or couscous, 30 g cold cereal or 175 mL hot cereal.

Milk and Alternatives: 250 mL (1 cup) milk or fortified soy beverage, 175 g (¾ cup) yogurt, 50 g (1½ oz.) cheese.

Meat and Alternatives: 75 g (2 ½ oz./125 mL (½ cup) cooked fish, shellfish, poultry or lean meat, 175 mL (¾ cup) beans, 2 eggs, 30 ml (2 Tbsp) nut^A butter.

^AFollow your school's anaphylaxis policy.

^BCanned albacore (white) tuna is high in mercury and canned light tuna is low in mercury. For full details, refer to Ontario's SNP Nutrition Guidelines, 2016.

STUDENT NUTRITION PROGRAM NUTRITION GUIDELINES

2016

MINISTRY OF CHILDREN AND YOUTH SERVICES



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SECTION 1: PURPOSE OF THE NUTRITION GUIDELINES

Ontario's Student Nutrition Program (SNP) helps schools and community locations provide nutritious breakfasts, morning meals, lunches and/or snacks to children and youth to support their learning and healthy development. These nutrition guidelines will help you:

- Create a food environment where all children and youth can take part in the SNP;
- Shop for and select the best available foods with the most nutritional value;
- Handle, store and prepare foods safely; and
- Create simple menus for nutritious breakfasts, morning meals, lunches, and snacks for children and youth.

These guidelines represent the healthiest food options. Schools and community locations that run SNPs are a natural place to promote healthy eating. Children and youth can use what they learn about healthy eating in the SNP to make healthier choices at other meal and snack times in their day.

The information and recommendations in these guidelines is based on the best available research and best practices in healthy eating for children and youth.



The SNP Nutrition Guidelines will help to model the most healthful breakfast, morning meal, lunch and snack foods for children and youth participating in your program.

SECTION 2: GUIDING PRINCIPLES

The nutrition information included in this resource is consistent with Canada's Food Guide, as well as elements of the Ontario School Food and Beverage Policy (P/PM150). These guidelines recognize the benefits of healthy eating for school aged children and youth, including the principles¹ that:

- Good nutrition is important for healthy growth and development in childhood and can reduce the risk of health problems in later years;
- Healthy children are better learners; and
- Schools can directly influence students' health.

When preparing breakfasts, morning meals, lunches or snacks for your SNP, use the following six program principles as a guide:





VEGETABLES & FRUIT

Offer vegetables and/or fruit with every meal and/or snack. Choose Ontario grown produce as much as possible.



MEALS

A meal contains one serving from three out of the four food groups of Canada's Food Guide, and must include at least one serving from the Vegetables and Fruit food group **and** one serving from the Milk and Alternatives food group.

Improve the nutritional value of a meal by offering choices from each of the four food groups.



SNACKS

A snack contains at least one serving from two out of the four food groups of Canada's Food Guide, **and** must include at least one serving from the Vegetables and Fruit food group.

Improve the nutritional value of a snack by offering choices from three of the four food groups.



WATER

Drinking water is always available and offered.



ENVIRONMENT

Be environmentally conscious. Use good food service practices by using reusable/recyclable dishes and utensils when possible. Minimize waste from food packaging and disposable items.



FOOD SAFETY

Practice safe food handling at all times.

MAKING THE MOST OF YOUR SNP

- Offer a variety of nutritious foods and beverages using the SNP **Food and Beverage Choice Tables** in **Section 3**. You are encouraged to test new recipes, try different flavours, textures, and colour combinations, and offer seasonal food items when possible.
- Avoid food and beverages that are high in added salt and/or sugar and low in nutrients.
- Do not serve foods with artificial trans fat in SNPs. Artificial trans fat is harmful to the health of children and youth. Use the nutrition label (i.e., Nutrition Facts Table and ingredient list) on food packages to help avoid foods with artificial trans fat. Visit Health Canada's website on [understanding food labels](#) for more information about nutrition labelling.
- Encourage healthy eating practices by giving children and youth enough time to eat (at least 20 minutes) when possible. Promote positive social skills by providing a pleasant eating environment.
- Encourage children, youth, parents and volunteers to help plan menus and choose foods. Offer appealing food choices that are inclusive and reflect the faiths and cultures of the children, youth and their families. Consider featuring foods that are reflective of the cultures in your community on different days each week.
- Encourage children and youth to help with food preparation, where possible. Use the safe food handling, storage and preparation information found in **Section 5** to make sure food is prepared safely.
- Respect that children and youths' appetites can change for a variety of reasons. Children are encouraged to listen to their hunger and fullness cues. If a child is full but has not finished his/her food, do not put pressure on the child to eat more. Likewise, do not withhold food from a child based on body size. Food should not be used as a reward for good behaviour or withheld for inappropriate behaviour.
- Children and youth are easily influenced by casual comments about weight, body size and calories. Show a positive attitude for healthy eating and nutrition. Eating well gives you energy and improves your health.
- Connect with your local public health unit for more information about nutrition and food safety.



SECTION 3: FOOD AND BEVERAGE CHOICE TABLES

Food and beverage choices are divided into tables based on Canada's Food Guide food groups: **Vegetables and Fruit**, **Grain Products**, **Milk and Alternatives**, and **Meat and Alternatives**.

In each food group table, food choices are categorized as **"Serve"** or **"Do Not Serve"**.

There is also a table for **"Minor Ingredients"**. Minor ingredients are foods that do not fit into any of Canada's Food Guide food groups.

GOOD TO KNOW!

When preparing mixed dishes, main ingredients should come from the **"Serve"** category.



DEFINITIONS

SERVE

Foods in this category:

- Are the healthiest options. They have lower amounts of or no added sugar and salt. They are good sources of essential nutrients, such as fibre, calcium and iron.
- Can be served at all meals and snacks.
- Are generally found in one of the four food groups in Canada's Food Guide.

DO NOT SERVE

Foods in this category:

- Are less healthy options. They have higher amounts of sugar and/or salt. They contain unhealthy fats and/or minimal amounts of essential nutrients.
- Should not be offered in SNPs.

NOTE: The Food and Beverage Choice Tables are not complete lists. If you have a question about a food item not on the list, contact your SNP Lead Agency or local public health unit.

FOOD AND BEVERAGE CHOICE TABLES

Nutrition labelling is information found on the labels of prepackaged foods. It includes the Nutrition Facts table and ingredient list. Use the information found there to choose foods to “Serve”.

Nutrition Facts	
Valeur nutritive	
Per 1 cup (55 g)/Par 1 tasse (55 g)	
Amount	% Daily Value
Teneur	% valeur quotidienne
Calories / Calories 220	
Fat / Lipides 9 g	14 %
Saturated / saturés 5 g	30 %
+ Trans / trans 0.4 g	
Cholesterol / Cholestérol 35 mg	
Sodium / Sodium 140 mg	6 %
Carbohydrate / Glucides 34 g	11 %
Fibre / Fibres 2 g	8 %
Sugars / Sucres 8 g	
Protein / Protéines 3 g	
Vitamin A / Vitamine A	4 %
Vitamin C / Vitamine C	0 %
Calcium / Calcium	2 %
Iron / Fer	6 %

Reference amount

"Low in sodium" means **less than or equal to 140 mg** of sodium per reference amount.

Hot and cold cereals, baked goods and granola bars should have **less than or equal to 8 g** of sugar per 30 g serving.

INGREDIENTS: WHOLE WHEAT FLOUR, VEGETABLE OIL, SUGAR, SALT, BAKING SODA, PEANUTS

The first ingredient on grain products must be whole grain or whole wheat.



VEGETABLES AND FRUITS

Serve Vegetables and Fruit at every breakfast/morning meal, lunch and snack.

FRESH, FROZEN, CANNED AND DRIED VEGETABLES AND FRUIT	SERVE	DO NOT SERVE
	<p>Examples:</p> <ul style="list-style-type: none"> • Fresh fruit and vegetables • Frozen fruit and vegetables with no added sugar, salt or sauce • Unsweetened fruit sauce or fruit blends • Canned fruit in water • Canned fruit in juice or light syrup, drained • Canned vegetables, low in sodium or no added salt or sauce • Canned vegetables, drained • Potatoes, boiled, baked or mashed • Canned tomatoes and tomato-based pasta/pizza sauces, low in sodium • 100% vegetable juice, low in sodium • Dried fruit • Salsa 	<p>Examples:</p> <ul style="list-style-type: none"> • Fruit flavoured drinks such as fruit beverages, punches, cocktails • Unpasteurized juice or cider • Fruit leathers • Canned fruit in heavy syrup • Sweetened applesauce or fruit purées • Packaged potato products (e.g., french fries, hash browns) • Battered or deep fried vegetables or fruit • Jellied desserts that contain fruit • Fruit snacks (e.g., gummies, fruit rolls) including those made with juice • Vegetable and fruit chips (e.g., potato, carrot, banana) • Canned vegetable soup, canned tomatoes and tomato-based pasta/pizza sauces that are not low in sodium • Cream based vegetable soups • Raw sprouts (e.g., alfalfa sprouts, bean sprouts, clover, radish and mung beans)



What about fruit juice?

Although 100% fruit juice has no sugar added, it is high in sugar. It should be served occasionally. Whole fruits and vegetables are a better choice; they give more nutrition and fibre, and keep children and youth satisfied longer. If you decide to serve 100% fruit juice, limit to a ½ cup (125 ml) per child or youth, per week.

GOOD TO KNOW!

Dried fruit is nutritious. It is also high in natural sugar and sticks to teeth, which can cause cavities. To protect teeth, serve dried fruit as part of a meal with water, crunchy fruits and vegetables, or cheddar cheese².

GRAIN PRODUCTS

BREAD PRODUCTS	SERVE	DO NOT SERVE
	<p><i>Whole grain or whole wheat is first on ingredient list.</i></p> <p>Examples:</p> <ul style="list-style-type: none"> • Whole grain or whole wheat breads, buns, bagels, rolls, English muffins, pitas, tortilla, flatbreads, roti, naan, bannock • Whole grain or whole wheat pancakes or waffles • Whole grain or whole wheat pizza crust or dough 	<p><i>Whole grain or whole wheat is <u>not</u> first on ingredient list <u>and</u> has added sugar.</i></p> <p>Examples</p> <ul style="list-style-type: none"> • Enriched wheat flour or multigrain bread, bagel, buns, English muffins, pancakes, waffles and tortillas • Flavoured or sugar coated breads, naan and bagels (e.g., cinnamon, raisin, blueberry) • White pizza crust or dough including frozen/purchased pizza
<p>READY-TO-EAT COLD AND HOT CEREALS</p>	<p><i>Whole grain, whole wheat or bran is first on ingredient list <u>and</u> sugar \leq 8 g per 30 g serving.</i></p> <p>Examples:</p> <ul style="list-style-type: none"> • Oatmeal (e.g., quick cooking or large flake) • Instant oatmeal • Some cold/dry cereals 	<p><i>Whole grain, whole wheat or bran is <u>not</u> first on ingredient list <u>and</u> sugar $>$ 8 g per 30 g serving.</i></p> <p>Examples:</p> <ul style="list-style-type: none"> • Cereal with chocolate, candies, marshmallows or sugar-coated pieces • Pre-packaged sweetened oatmeal

GOOD TO KNOW!

On an ingredient list, whole grains could be written as: whole grain whole wheat, cracked wheat, wheat berries, whole grain rye, barley, wild or whole grain brown rice, bulgur, whole oats, rolled oats, whole grain couscous, flaxseed, kamut, amaranth, millet, quinoa, sorghum, spelt, buckwheat, corn, corn meal and whole triticale.



GRAIN PRODUCTS

BAKED GOODS	SERVE	DO NOT SERVE
	<p><i>Whole grain, whole wheat or bran is first on ingredient list <u>and</u> sugar \leq 8 g per 30 g serving.</i></p> <p>Examples:</p> <ul style="list-style-type: none"> Granola or cereal-type bars without chocolate, candy or marshmallows or dipped in chocolate or yogurt Muffins, scones, biscuits, and cookies 	<p><i>Whole grain, whole wheat or bran is <u>not</u> first on ingredient list <u>and</u> sugar $>$ 8 g per 30 g serving.</i></p> <p>Examples:</p> <ul style="list-style-type: none"> Chocolate or yogurt dipped granola or cereal-type bars or those containing marshmallows, candy or chocolate pieces Toaster pastries, pastries, croissants Muffins, scones, biscuits, and cookies with chocolate, caramel or candy Cakes, cupcakes, donuts, pies and squares
GRAIN-BASED SNACKS		
	<p><i>Whole grain or whole wheat is first on ingredient list.</i></p> <p>Examples:</p> <ul style="list-style-type: none"> Whole grain crackers, breadsticks Popcorn (air popped, unsalted, no butter) Brown rice cakes Tortilla chips, low in sodium or unsalted 	<p><i>Whole grain or whole wheat is <u>not</u> first on ingredient list <u>and</u> has added sugar and/or salt.</i></p> <p>Examples:</p> <ul style="list-style-type: none"> Non-air popped popcorn (e.g., microwaveable popcorn) and/or popcorn with added flavours Pretzels Tortilla chips not low in sodium Pita chips Chip-like snack foods (including seasoned mini-rice cakes, nachos)

GOOD TO KNOW!

Use the Nutrition Facts table on food packaging to determine whether the grain product has 8 grams of sugar or less per 30 g serving.

GOOD TO KNOW!

Foods that have less than or equal to 140 mg of sodium per reference amount are considered low in sodium. Check the Nutrition Facts table to find out how much sodium is in the food.

GRAIN PRODUCTS

PASTA, RICE AND OTHER GRAINS	SERVE	DO NOT SERVE
	<p><i>Whole grain or whole wheat is first on ingredient list.</i></p> <p>Examples:</p> <ul style="list-style-type: none"> • Whole grains (e.g., quinoa, oats, bulgur, buckwheat, whole wheat couscous) • Brown rice, wild rice • Whole wheat or whole grain pasta • Polenta 	<p><i>Whole grain or whole wheat is <u>not</u> first on ingredient list <u>and</u> has added sugar and/or salt.</i></p> <p>Examples:</p> <ul style="list-style-type: none"> • White rice (converted, parboiled), rice noodles and enriched white pasta • Instant or flavoured, pre-packaged grains, rice and pasta (e.g., garlic, herb, chicken, vegetable, macaroni and cheese) • Instant noodle soup



MILK AND ALTERNATIVES

Serve Milk and Alternatives at every breakfast/morning meal and lunch.

MILK AND MILK ALTERNATIVE BEVERAGES	SERVE	DO NOT SERVE
	<p>Examples:</p> <ul style="list-style-type: none"> • Plain skim, 1%, 2% or 3.25% cow's milk • Skim milk or partly skimmed milk powder • Canned, evaporated milk, used in cooking and baking • Buttermilk, used in cooking and baking • Unsweetened, fortified soy beverage 	<p>Examples:</p> <ul style="list-style-type: none"> • Unfortified soy beverage • Hot chocolate • Milkshakes • Plant-based beverages (e.g., coconut, rice, almond, potato milk/beverages)^A • Table cream, coffee cream, whipping cream, non-dairy whipped cream toppings • Unpasteurized milk (e.g., raw milk)

^AThese plant based beverages are not recommended for children as they are lower in protein and generally not fortified with vitamin D. These beverages can be served to accommodate children with allergies.

What about flavoured milk/soy beverage?

Although flavoured milk (i.e., chocolate milk) and flavoured soy beverage may contain important nutrients like calcium and protein, they also are high in added sugar. If you decide to serve either of these beverages, limit to 1 cup (250 ml) per child or youth, per week.

GOOD TO KNOW!

If you choose soy beverage, make sure that they are “fortified” or “enriched.” That means vitamins and minerals have been added. If it's not fortified, it is not as nutritious.

MILK AND ALTERNATIVES

YOGURT	SERVE	DO NOT SERVE
	Examples: <ul style="list-style-type: none"> • Plain or flavoured yogurt, soy yogurt and kefir • Flavoured yogurt tubes • Drinkable yogurt 	Examples: <ul style="list-style-type: none"> • Yogurts with candy/chocolate toppings • Frozen yogurt • Yogurts made from unpasteurized milk
CHEESE	Examples: <ul style="list-style-type: none"> • Hard and soft, non-processed cheese made from pasteurized milk (e.g., cheddar, mozzarella, parmesan, monterey jack, havarti, gouda, swiss, feta, ricotta, cottage cheese) • Cheese strings, cheese curds 	Examples: <ul style="list-style-type: none"> • Processed cheese slices • Cheese made from unpasteurized milk • Soft cheeses made from unpasteurized milk (e.g., brie, camembert, and blue-veined cheese like roquefort and gorgonzola)

GOOD TO KNOW!

Use the Nutrition Facts table to compare yogurt products and choose the ones with lower amounts of sugar.



MEAT AND ALTERNATIVES

EGGS	SERVE	DO NOT SERVE
	<p>Examples:</p> <ul style="list-style-type: none"> • 'Graded' eggs • Plain liquid egg product • Pre-boiled eggs 	<p>Examples:</p> <ul style="list-style-type: none"> • Seasoned or flavoured liquid egg product • Unpasteurized eggs • Raw or lightly cooked eggs and egg dishes that contain undercooked eggs such mousse, dressings, and sauces made on-site
NUTS,^B LEGUME BUTTERS AND SEEDS	<p>Examples:</p> <ul style="list-style-type: none"> • Nut,^B legume, and seed butters, including peanut, almond, walnut, sesame, sunflower, pea and soy butters • Whole nuts^B and seeds (plain, unsalted) 	<p>Examples:</p> <ul style="list-style-type: none"> • Nut,^B legume or seed butters that have added flavours (e.g., chocolate, chocolate hazelnut, honey, berry) • Salted or coated nuts^B or seeds
OTHER MEAT ALTERNATIVES SUCH AS TOFU, BEANS AND LENTILS	<p>Examples:</p> <ul style="list-style-type: none"> • Hummus or other bean dips • Dried beans, lentils, peas • Canned beans, lentils, chickpeas, drained and rinsed or low in sodium • Tofu, tempeh, textured vegetable protein • Veggie burgers and meatballs^C 	<p>Examples:</p> <ul style="list-style-type: none"> • Canned baked beans, in tomato sauce, with pork, molasses or maple syrup • Store-bought breaded and fried meat alternatives • Simulated meat strips, imitation bacon bits • Meatless hot dogs, sausages, bacon • Frozen and prepared tacos/burritos

^BFollow your school's anaphylaxis policy.

^CThese foods can be used to meet special dietary considerations.

MEAT AND ALTERNATIVES

FISH ³	SERVE	DO NOT SERVE
	<p>Examples:</p> <ul style="list-style-type: none"> • Fresh, frozen, or canned fish low in mercury^D (e.g., cod, sole, haddock, salmon, tilapia, trout, canned light tuna, whitefish) with no breading, sauces, salt or seasonings unless added on-site 	<p>Examples:</p> <ul style="list-style-type: none"> • Store-bought breaded or battered fried fish • Fresh, frozen or canned fish high in mercury^D (e.g., canned albacore tuna) • Cold smoked fish • Raw seafood or shellfish
MEAT	<p>Examples:</p> <p>Plain,^E fresh, frozen or pre-cooked:</p> <ul style="list-style-type: none"> • Chicken, turkey, lamb, lean beef, pork • Ground meat and poultry (e.g., beef, turkey, chicken, pork, lamb) • Meatballs • Hamburger patties • Rotisserie-style chicken • Traditional meats and wild game 	<p>Examples:</p> <ul style="list-style-type: none"> • Store-bought breaded or battered fried chicken or other meat • Prepared/cured meats (e.g., wieners/hot dogs), sausages, pepperette meat sticks • Prepared/cured meats with added sauces • Deli meats (e.g., bologna, salami, macaroni and cheese loaf, summer sausage, deli roast beef, turkey and chicken) • Ham • Ribs • Bacon, turkey and chicken bacon, bacon bits, imitation bacon bits • Frozen and prepared meat pies • Raw or undercooked meat or poultry

^DHealth Canada advises that young children have specific limits on canned albacore (white) tuna due to the high mercury content of canned albacore (white) tuna³. There is no limit on canned light tuna for young children, as canned light tuna is low in mercury.

^E“Plain” means that the food item contains no added breading, seasoning, or sauces. Seasonings, flavourings and sauces from the Minor Ingredients table can be added on-site.

OTHER FOODS

DO NOT SERVE LOW-NUTRIENT FOODS AND BEVERAGES^F

Examples:

- Caffeinated drinks
- Diet and regular pop, sweetened iced tea
- Energy drinks or sports drinks
- Flavoured or vitamin water
- 'Protein' or meal replacement drinks and bars
- Candy (including yogurt covered, gummy-type, licorice, fruit flavoured)
- Chocolate, chocolate bars (including energy and protein-type bars)
- Marshmallows
- Jellied type desserts
- Frozen treats (e.g., ice cream, freezie-type, popsicles, slushies, frozen juice snacks, frozen yogurt)
- Hard margarines
- Lard or shortening
- Palm oil
- Foods with artificial trans fat
- Tea and coffee

^FThese foods and beverages do not fit into the above categories, and contain few or no essential nutrients, and/or contain high amounts of added salt, sugar or unhealthy fats.

^GSpreadable cheeses (e.g., cream cheese, or other types of spreadable cheese product) do not qualify as a serving of Milk and Alternatives.

MINOR INGREDIENTS

Minor ingredients do not count towards food group choices. The following items can be used in small amounts and served on the side when necessary, or used in the preparation of mixed dishes.

Examples:

- **Condiments** (e.g., ketchup, relish, mustard, spreadable cheese^G)
- **Gravies, sauces**
- **Dips** (e.g., salad dressings, sour cream, baba ganoush, spinach dip)
- **Oils, dressings, mayonnaise** (e.g., canola, olive, safflower, soybean, sunflower, non-hydrogenated margarine, traditional fats that are liquid at room temperature, butter)
- **Toppings and extras** (e.g., coconut, olives, pickles, parmesan cheese)
- **Honey, jam, jelly, marmalade, fruit butter, or syrup**

SECTION 4: NUTRITION TIPS

Nutrition Q & A

How can I reduce the amount of sugar served in my SNP?

While children and youth can enjoy sweetened foods and beverages in small amounts, Canada's Food Guide recommends limiting foods and drinks that are high in sugar.⁴ High intakes of sugar are associated with a number of negative health effects.⁵ The SNP Nutrition Guidelines encourage eating less sugar by having a sugar limit of 8 g or less per 30 g serving for ready-to-eat cold and hot cereals and baked goods. To add sweetness to foods and beverages, try these suggestions:

- Use pureed fruit (e.g., applesauce) as a sweetener for baked goods instead of sugar;
- Add pureed, whole or frozen fruit to plain yogurt and/or cereal;
- Add spices like cinnamon to plain oatmeal;
- Make homemade smoothies with milk, yogurt and fruit; or
- Add lemon, lime or orange slices to water.

Is multigrain a whole grain?

Multigrain is not the same as whole grain or whole wheat. Whole grain means the product has all three parts of the kernel (e.g., the germ, the bran, and the endosperm). Multigrain means the product has multiple kinds of grains, but these grains may be refined. Whole grain foods are a healthier choice because they contain more nutrients and fibre.

Choosing whole grains is easier if you check the ingredient list. Some grains are usually eaten in their whole form so this is how you will see them written on the ingredient list (e.g., barley, buckwheat, corn, cracked wheat, oats, quinoa, rye, spelt, wild rice, wheat berries).

Other foods containing whole grains may have the words "whole" or "whole grain" followed by the name of the grain (e.g., whole rye, whole grain polenta, whole corn flour, stone ground whole wheat, whole grain whole wheat).

Is sodium the same as salt?

Sodium is found in salt. All types of salt are high in sodium. Kosher salt, sea salt, fleur de sel, gourmet salt and smoked salt all have the same amount of sodium as table salt. They are not healthier choices. Foods low in sodium or with no added salt should be served when possible. Most Canadian children consume too much sodium, which increases their risk for negative health effects.⁶

Why are deli meats in the "Do Not Serve" Category?

Processed meat like cold cuts, ham, bacon, sausages and hot dogs contain nitrates and nitrites. These are added to meat to prevent them from spoiling and to improve colour and flavour. Nitrates and nitrites are not cancer causing alone, but can be changed in our bodies to form compounds associated with an increased risk of cancer.⁷ These types of meats are also typically high in salt.



NUTRITION TIPS

Does your recipe meet the SNP Nutrition Guidelines?

You may have a recipe that you would like to use, but don't know if it meets the SNP Nutrition Guidelines. You can use the recipe's ingredient list and Nutrition Facts table (if provided) to see if a recipe can be served.

Recipes may not have all the nutrient information found in a Nutrition Facts table and they may not list the ingredients by weight. In these situations, use the list of ingredients to decide if it should be served to children and youth in your program.

For most recipes, it is encouraged that all of the main ingredients be on the "Serve" lists from the SNP Food and Beverage Choice Tables (e.g., pizzas, smoothies).

For baked goods, choose recipes that are made with whole wheat flour, whole grains, or bran and contain less sugar. Look for recipes that include at least two of the following **and** use the portion size suggested below:

- Contain more than half of the flour as whole wheat/whole grain;
- Contain bran, oats or ground flax;
- Contain grated vegetable (e.g., carrot, zucchini), or unsweetened fruit (e.g., mashed banana, unsweetened applesauce, drained canned pineapple); or
- Contain less than or equal to 8 g of sugar per 30 g serving (if Nutrition Facts table and weight is available).

Here are some serving size examples:

FOOD ITEM	SERVING SIZE
Cookie	Not more than 6 cm (about 2.5 inches) in diameter
Loaf Slice	Not more than 2 cm (about ¾ inch) thick
Muffin	The size of a tennis ball or smaller

Still not sure if your recipe meets the SNP nutrition guidelines? Check with your SNP Lead Agency or local public health unit.



SERVING SIZES

Canada's Food Guide gives examples of one serving of different foods in each food group. However, portion sizes should be adjusted to reflect the age and developmental stage of children and youth. Younger children may need less food than older children. All children and youth should be encouraged to pay attention to their natural hunger and fullness cues.

CANADA'S FOOD GUIDE SERVING SIZES⁸

Using your hand can be a helpful way to estimate Canada's Food Guide serving sizes. Use the images that follow to help you.

Vegetables and Fruits

Fresh, frozen or canned vegetables

1/2 cup (125 mL) = 1/2 fist



Whole fruit

1 fruit = 1 fist



Dried fruit

1/4 cup (60 mL) = Cupped hand



Leafy vegetables

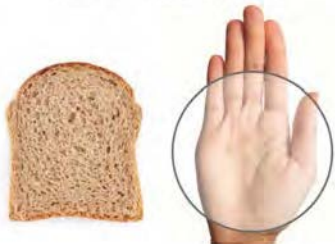
1 cup (250 mL) = 1 fist



Grain Products

Bread

1 slice = Size of hand



Cold Cereal

30g = 1 fist



Rice

1/2 cup (125 mL) = 1/2 fist



SERVING SIZES

Milk and Alternatives

Milk or fortified soy beverage

1 cup (250 mL) = 1 fist



Yogurt

3/4 cup (175 mL) = 1 fist



Cheese

1½ oz (50g) = 2 thumbs



GOOD TO KNOW!

For suggested amounts for meal planning, see **Section 6: Planning and Shopping Tips.**

Meat and Alternatives

Meat and Poultry

2½ oz (75g) = Palm of hand



Nuts and seeds

1/4 cup (60 mL) = Cupped hand



Legumes

3/4 cup (175 mL) = 1 fist



SECTION 5: SAFE FOOD HANDLING, STORAGE AND PREPARATION

Safe food handling, storage and preparation methods are key to reducing the risk of food borne illness.

- Refer to the [Ontario Food Premises Regulation 562 \(O.Reg 562/90\)](#) of the Health Promotion and Protection Act to find out more about preparing, storing and serving food using public health practices.
- At least one SNP volunteer per site who is involved in the preparation or handling of food is encouraged to be certified in [safe food handler training](#). For more information about food handler training for local SNPs in your area, check with your local [public health unit](#) and/or your [SNP Lead Agency](#).

Personal Hygiene

- Always wash your hands before handling or preparing foods and after using the toilet, sneezing, coughing, or blowing your nose.
- Avoid touching your hair, face or other parts of the body with your hands and then handling food. If you do, wash your hands.
- Encourage all children and youth to wash their hands with liquid soap and water before eating.
- Wear gloves if you have a cut or burn on your hands. Do not handle food directly while wearing a bandage.
- Wash your hands regularly even if wearing gloves.
- Avoid using hand sanitizers as they do not replace good handwashing practices.

Food Source

- Prepare food for your SNP in an appropriate facility. Foods prepared at home are not permitted in your SNP under the Ontario Food Premises Regulation.
- Offer and serve food and food products from inspected sources including grocery stores, wholesalers and distributors, food service (e.g., caterers), farmer's markets and community food hubs. Contact your Lead Agency to determine whether food sources meet program requirements.
- Only use cans that are free from rust and dents and are not leaking or swollen.
- Do not offer vegetables and fruits that are partly spoiled (spots or soft mushy parts) or stale bread and baked goods.

GOOD TO KNOW!

These hazardous foods should be avoided due to a higher risk of causing a food-borne illness⁹:

- Cold deli salads made with egg or dairy
- Home canned food items
- Home cooked or baked food items
- Foods which are not in their original container
- Food packages which have seals broken

SAFE FOOD HANDLING, STORAGE AND PREPARATION

Food Handling and Storage

- Date all food when it is received. Make sure that older foods are used up first to maintain nutrition and freshness.
- Seal packages after they are opened and refrigerate uneaten food to avoid spoilage.
- **Keep hot foods hot and cold foods cold.** Hot foods should have an internal temperature of 60°C/140°F. Refrigerate fresh foods (e.g., meat, fish, poultry, milk and milk alternatives, eggs and egg products) right after they are bought or received. Cold foods must be kept at 4°C/40°F or less.
- Place a thermometer in each refrigerator. Check temperatures daily to ensure that foods are kept at a proper temperature of 4°C/40°F or less.
- Keep raw food away from cooked or ready to eat foods.
- Keep toxic and poisonous substances separate from food and out of reach of children and youth.
- Keep re-usable grocery bags clean and wash them regularly (if used).

Food Preparation

All program sites need a sink in the preparation area for handwashing only, with hot and cold running water, soap and paper towels in dispensers. Please contact your local public health unit if your program site does not have a sink in the preparation area to ensure you are handling food safely.

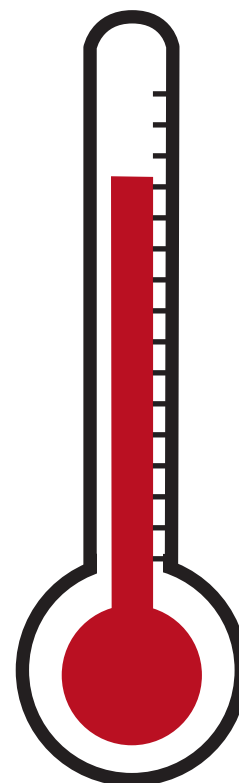


Always wash your hands before handling food.

SAFE FOOD HANDLING, STORAGE AND PREPARATION

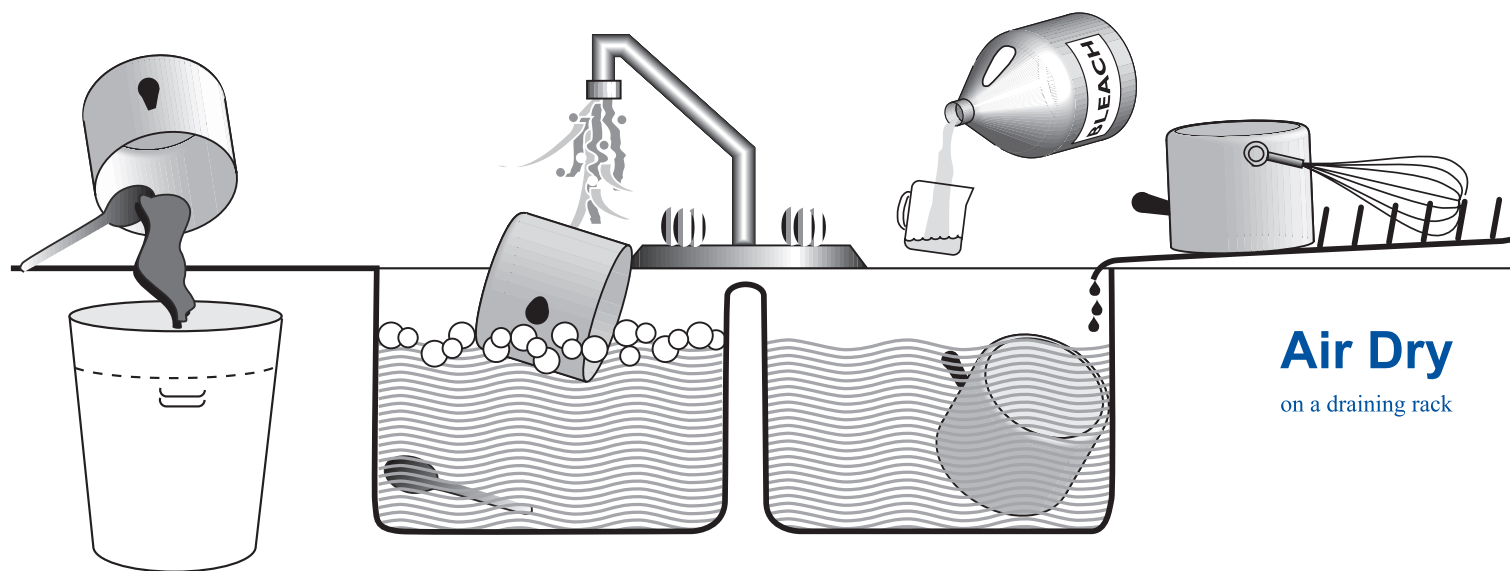
Food Preparation (continued)

- Clean all work surfaces after each use.
- Wash food surfaces with hot, soapy water, then rinse.
- Sanitize food work surfaces by spraying a safe sanitizing solution. Contact your local public health unit or school board for sanitation practices.
- Wash kitchen towels, sponges, and cloths often. Bacteria can live and grow on these items.
- Wash cutting boards and knives in hot soapy water. Rinse and sanitize utensils after cutting up raw meat, poultry, and fish and before using the utensils to prepare other food.
- Keep raw meat, poultry and fish and their juices away from other foods.
- Thaw food in the refrigerator, microwave oven, or under cold running water. Do not thaw food on the kitchen counter.
- Prepare all foods as close to serving time as possible.
- Cook meat, fish, poultry and eggs, until they reach a safe internal temperature and are completely cooked ([Safe Cooking Temperatures Chart](#)). Store cold foods below 4°C/40°F and hot foods above 60°C/140°F if you are not serving them right away.
- Chill cooked food quickly so it spends the least amount of time possible in the "temperature danger zone". Proper storage keeps leftovers at their freshest, longer. Refrigerate or freeze all leftovers within two hours after cooking to minimize the chance of bacteria growing.



The Temperature Danger Zone is between 4° to 60°C (40° to 140°F). This is where most bacteria grow the fastest. **Do not leave food at room temperature for more than 2 hours.**

DISHWASHING - 2 SINK METHOD



Scrape

food from utensils
and pots

Wash

in clean, hot, soapy water

Rinse

under warm running water

Sanitize

- use clean warm water, at least 24° C (75° F) with household bleach to make a mixture of **100 ppm** chlorine – 2.5 ml (1/2 tsp) of chlorine bleach to 1 litre (4 cups) of warm water.

or

- Quaternary Ammonium to make a mixture of **200 ppm** (refer to manufacturer's instructions for mixing).
- let soak for at least 45 seconds

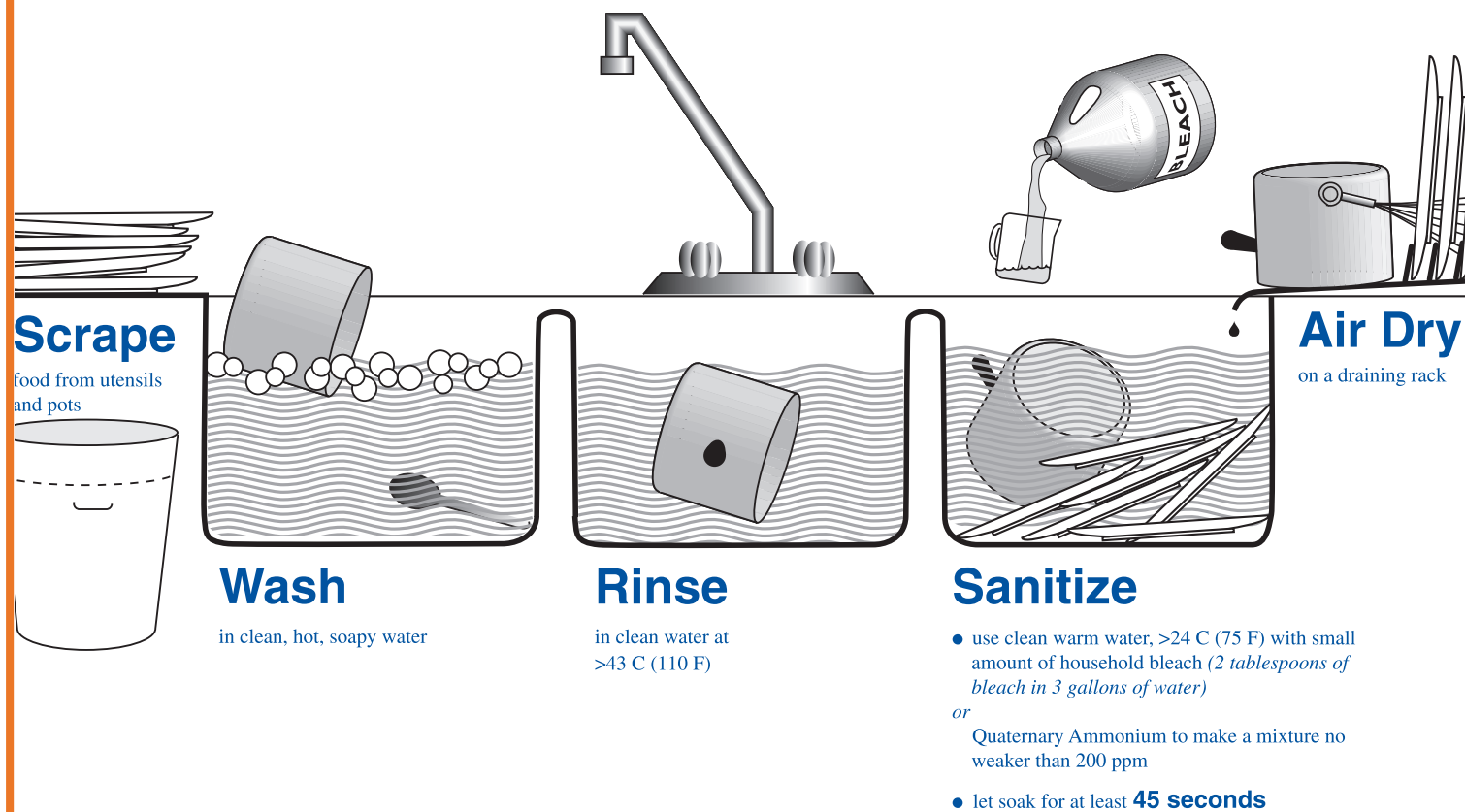
Air Dry

on a draining rack

Dishwashing

Dishwashing can be done by hand with the right sink facilities or with a dishwasher. Follow the instructions in the diagrams to wash dishes by hand.

DISHWASHING - 3 SINK METHOD



Check with your local public health unit for dishwashing requirements and for more information on the [Ontario Food Premises Regulation 562 \(O.Reg 562/90\)](#) requirements.

SECTION 6: PLANNING AND SHOPPING TIPS

- Plan menus in advance. Use the menu planning checklist found in **Section 9: Sample Menus** so that the foods you choose for your meals or snacks follow the SNP Nutrition Guidelines. Offer a variety of foods from different food groups every week.
- Make a list of the things you need to buy by taking an inventory of what you already have on hand.
- Check online and store flyers for sales, coupons and specials that will help reduce food costs. Use price matching if allowed at your grocery store.
- Choose Ontario grown vegetables and fruits, and other Ontario-made products. Look for the Foodland Ontario symbol when shopping.
- Choose fresh vegetables and fruit in season. If these become too expensive out of season, consider using frozen and canned. Frozen and canned vegetables and fruit are also nutritious choices.
- Choose local foods when possible. Shop at local markets and stores that feature local produce, or create partnerships with local farmers. Contact your Lead Agency before creating partnerships with local farmers to determine whether the farmer's practices meet program requirements.
- If using fresh produce from school food gardens, follow safe food handling practices.
- Read food labels to compare products and choose the healthier option. When looking at nutrients using the Percent Daily Value (%DV) on the Nutrition Facts Table, 5% or less of a nutrient is a little and 15% or more is a lot.
- Opt for store brands when possible. They are usually cheaper and are just as nutritious as name brand products.



PLANNING AND SHOPPING TIPS

FOOD PURCHASING GUIDE

Once you have planned your menu, it's time to shop for your food supplies. Use the table below to help you plan the amount of food that you need to buy based on the number of children and youth that your program serves. Foods often used in SNPs are listed, along with examples of one serving size from each food group in Canada's Food Guide. Approximate amounts to buy for 50 and 100 children and youth are also provided.^H

Use the total weight in grams or kilograms, or volume in millilitres or litres provided on the food label to calculate the number of servings in a product, and what amount you will need to buy. For example, if you are preparing scrambled eggs for 75 children and youth, and the serving size per child is 2 eggs, you would need 150 eggs. There are 12 eggs per carton, so you will need to purchase 13 cartons of eggs (150 eggs / 12 eggs in carton =12.5).

VEGETABLES AND FRUIT	SERVING SIZE	50 CHILDREN	100 CHILDREN
Apples, raw, ready to serve, cored, unpeeled	60 g (125 ml)	3 kg	6 kg
Blueberries, fresh, whole	78 g (125 ml)	3.9 kg	7.8 kg
Cantaloupe, fresh, ready to serve, peeled, diced	78 g (125 ml)	3.9 kg	7.8 kg
Carrots, raw, Baby, ready-to-use	72 g (125 ml)	3.5 kg	7 kg
Celery, raw, ready to use sticks, ½ inch x 4 inch	66 g (125ml)	3.3 kg	6.6 kg
Cucumbers, raw, peeled, sliced or diced	90 g (125ml)	4.5 kg	9 kg
Grapes, whole, raw, seedless, with stem	90 g (125ml)	4.5 kg	9 kg
Lettuce, romaine, ready to serve raw pieces	60 g (250ml)	3 kg	6 kg
Peppers, Bell, raw, strips	64 g (125ml)	3.2 kg	6.4 kg
Pineapple chunks, canned in juice or light syrup (No. 2, 20 oz can)	95 g (125 ml)	18 kg (14 cans)	36 kg (28 cans)
Strawberries, fresh, whole	90 g (125ml)	4.5 kg	9 kg

PLANNING AND SHOPPING TIPS

GRAIN PRODUCTS	SERVING SIZE	50 CHILDREN	100 CHILDREN
Bagel, whole wheat	45 g (approx. 1/2 bagel)	2.3 kg	4.6 kg
Bread, whole grain, sliced	35 g (1 slice)	1.8 kg	3.6 kg
Pita, whole grain or whole wheat	35 g (approx. 1/2 pita)	1.8 kg	3.6 kg
Soda crackers, whole wheat	30 g (approx. 4 crackers)	1.5 kg	3 kg

MILK AND ALTERNATIVES	SERVING SIZE	50 CHILDREN	100 CHILDREN
Cheese	50 g (1 1/2 oz.)	2.5 kg	5 kg
Milk	250 mL (1 cup)	12.5 L	25 L
Yogurt	175 g (3/4 cup)	8.8 kg	17.6 kg

MEAT AND ALTERNATIVES	SERVING SIZE	50 CHILDREN	100 CHILDREN
Eggs (large), fresh, whole	2 eggs	100 eggs	200 eggs
Hummus	182 g (175 mL)	9.1 kg (8.75 L)	18.2 kg (17.5 L)
Tofu, firm, raw	150 g (175 mL)	7.5 kg	15 kg
Tuna (canned, unsalted), 170 g can	75 g (125 mL)	3.8 kg (approx. 22 cans)	7.6 kg (approx. 45 cans)

^H The amounts in the table were calculated using data from the [Canadian Nutrient File](#) and the [USDA Online Food Buying Guide for Child Nutrition Programs](#).

SECTION 7: SPECIAL DIET CONSIDERATIONS

Vegetarian diet: There are different types of vegetarianism. Some vegetarians eat dairy products and eggs, some eat only dairy products, some eat only eggs, and some eat fish. People following a vegan diet do not eat any foods derived from animals including eggs, dairy products, gelatin, and honey. Vegetarians can eat a healthy diet by choosing fortified soy beverage as part of the Milk and Alternatives food group, and a variety of meat alternatives (e.g., beans, lentils, eggs, tofu, nuts, etc.) from the Meat and Alternatives food group.

Faith based diet: Given the variety of faith and cultural groups within Ontario, it is important that food and beverages provided to children and youth is in keeping with their faith, while still meeting the SNP Nutrition Guidelines.

Culturally appropriate diet: SNPs should make an effort to offer culturally appropriate foods that also meet the SNP Nutrition Guidelines.

Medically directed diet: Particular attention is required when providing food to children and youth with medical issues. Parents and caregivers are the best source of information for their child's specific needs.

Food allergies and intolerances: [Food Allergy Canada](http://FoodAllergyCanada.ca) has more information about the differences between food allergy and food intolerance. In order to help keep children and youth with food allergies safe and feeling well, use these best practices:

- Supervise young children when eating;
- Have a “no sharing rule” while eating, especially in elementary schools;
- Encourage all children and youth to wash their hands before and after eating;
- Ensure eating surfaces are cleaned before and after the program; and

- Offer alternative options for children and youth with food allergies (e.g., children and youth with milk allergies can be offered a fortified soy beverage instead of milk and children and youth with Celiac disease can have whole grain rice crackers instead of whole wheat crackers).

SNPs in schools need to follow their School Board's anaphylaxis policy. Anaphylaxis plans of children and youth with allergies should be shared with SNP program providers. For more information about food allergies in schools, consult your local School Board policies, and refer to the [Anaphylaxis in Schools & Other Settings 3rd Edition](#) (Canadian Society or Allergy and Clinical Immunology – CSACI) or visit [Food Allergy Canada](#).

Should any other special dietary requirements arise, contact a registered dietitian from the local public health unit or Eat Right Ontario at www.eatrightontario.ca or toll free at 1-877-510-5102.

GOOD TO KNOW!

Children, youth and their families/caregivers are the best sources of information about their specific dietary needs.

SECTION 8: GUIDELINES FOR ACCEPTING FOOD DONATIONS

SNP providers are to ensure that donated foods:

- Are from safe sources including grocery stores, wholesalers and distributors, food service (e.g., caterers), farmer's markets and community food hubs;
- Follow safe storage and handling guidelines;
- Do not have conditions, such as marketing, advertising of products, or distribution of materials (e.g., toys, posters); and
- Meet the SNP Nutrition Guidelines selection criteria, as much as possible.



SECTION 9: SAMPLE MENUS

These sample menus follow the SNP Nutrition Guidelines. You may choose to use the sample menus as shown or you may use them to create your own menus to meet your local needs. Meals and snacks should be nutritious, well-balanced and varied. The sample menus provide some food ideas from the foods to **“Serve”** lists and include:

- A Mix-and-Match Menu;
- Breakfast or Morning Meal Menu¹;
- Snack Menu; and
- Lunch Menu.

The Mix-and-Match Menu gives you food options for SNPs run in sites that have limited food preparation space or equipment (e.g., no stove, toaster, and/or microwave). The menu can be changed depending on the equipment that you have (e.g., if a toaster oven is available, toasted bagels or melts may be offered). The Mix-and-Match Menu can be used for breakfast, morning meals, snacks, lunches and grab-and-go or bin programs.

Your local public health unit can help you develop the menu for your program. They can also provide more information, education and resources.

¹Breakfast refers to a meal that is eaten earlier in the morning, before the school day starts; whereas a morning meal may occur after the bell, when the school day has already begun.

SEASONAL FOODS

Seasonal refers to vegetables and fruits that are available at certain times of the year (e.g., asparagus and strawberries in the spring, beans and peaches in the summer, corn and grapes in the fall). Some Ontario grown vegetables and fruits (e.g., tomatoes and cucumbers) are available from greenhouses throughout most of the year and many vegetables and fruits are available (e.g., apples, carrots, potatoes, turnip and squash) from storage all winter.

FOOD GUIDE SERVINGS

Use the Canada Food Guide serving sizes in **Section 4: Nutrition Tips** when planning your menus.



MIX AND MATCH SAMPLE MENU

* GOOD FOR GRAB AND GO

(e.g., individual wrapped/single serving containers, easy prep)

VEGETABLES	GRAINS	MILK & ALTERNATIVES	MEAT & ALTERNATIVES
<ul style="list-style-type: none"> Cucumber slices/mini cucumbers* Baby carrots* Celery or zucchini or carrot sticks Cherry tomatoes* Salsa Sweet pepper strips (red, yellow, green, orange) Cauliflower/broccoli trees Radish Romaine lettuce, spinach Sugar snap peas, snow peas* Bok choy 	<ul style="list-style-type: none"> Whole grain or 100% whole wheat breads, buns, bagels, rolls, English muffins, pitas, tortillas, bannock, naan, roti, chapatti* Whole grain or 100% whole wheat crackers, melba toast, breadsticks* Whole grain or 100% whole wheat waffles or pancakes Whole grain or bran cereal Whole grain granola or cereal-type bar* Plain popcorn* Brown rice cakes* Tortilla chips, low sodium or unsalted Whole grain muffins, scones, biscuits, cookies* 	<ul style="list-style-type: none"> Plain cow's milk, skim, 1%, 2%* Plain yogurt, soy yogurt or kefir* Flavoured yogurts and yogurt tubes* Hard and soft non-processed cheese: cheddar, mozzarella, monterey jack, havarti, gouda, swiss, feta, ricotta, cottage cheese Cheese strings, cheese curds* 	<ul style="list-style-type: none"> Pre-boiled egg* Nut,^J legume and seed butters including peanut, walnut, almond, sesame, sunflower, soy and pea Seed medley* Bean dip such as hummus, lentil, black bean, or edamame* Beans and lentils Falafel balls Canned tuna/salmon, chicken Tofu, tempeh, textured vegetable protein
FRUITS			
<ul style="list-style-type: none"> Apple* Applesauce/fruit blend* Banana* Berries (strawberries, raspberries, blackberries)* Cantaloupe or Honeydew Grapes* Pineapple* Pears* Peaches* Nectarines* Oranges/tangerines* Avocado/guacamole Fruit salad/fruit cocktail* 			

^JFollow your school's anaphylaxis policy.

GRAB AND GO/BIN PROGRAM SAMPLE MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Fruit Cocktail Cereal Milk	Banana Milk Boiled egg	Applesauce Crackers Cheese String	Peach Yogurt cup Seed medley	Baby carrots and cherry tomatoes Granola bar Milk Hummus

BREAKFAST OR MORNING MEAL SAMPLE MENU

DAY	WEEK 1	WEEK 2	WEEK 3
1	Cold Cereal <ul style="list-style-type: none"> Whole grain cereal and milk Fruit <ul style="list-style-type: none"> Banana 	Fruit Smoothie <ul style="list-style-type: none"> Mango, strawberries, milk and yogurt Bran Muffin	Mini Pizza <ul style="list-style-type: none"> Tomato sauce, whole wheat English muffin, mozzarella cheese Fruit <ul style="list-style-type: none"> Honeydew
2	Breakfast Burrito <ul style="list-style-type: none"> Yellow pepper strips, whole wheat naan, monterey jack cheese Fruit <ul style="list-style-type: none"> Orange slices 	Grilled Cheese Sandwich <ul style="list-style-type: none"> Whole grain bread, marble cheese Vegetable <ul style="list-style-type: none"> Cucumber slices 	Whole Wheat Waffles Fruit <ul style="list-style-type: none"> Apple slices Milk
3	Whole Wheat Pancakes Fruit <ul style="list-style-type: none"> Applesauce Milk	Banana Wrap <ul style="list-style-type: none"> Banana, whole wheat tortilla, pea or roasted soybean butter Milk	Fruit Kabobs <ul style="list-style-type: none"> Fruit chunks (grapes, cantaloupe and strawberries) Whole Grain Bannock Milk
4	Hot Cereal <ul style="list-style-type: none"> Oatmeal, milk Fruit <ul style="list-style-type: none"> Grapes 	Muffin Quiches <ul style="list-style-type: none"> Broccoli Eggs Swiss cheese, milk 	Breakfast Pita <ul style="list-style-type: none"> Whole grain pita Yogurt Fruit <ul style="list-style-type: none"> Pineapple
5	Yogurt & Fruit Parfait <ul style="list-style-type: none"> Mixed berries Granola Yogurt 	Continental <ul style="list-style-type: none"> Pear Whole wheat bagel Yogurt 	Quesadilla <ul style="list-style-type: none"> Diced tomato and green pepper Whole wheat tortilla Shredded cheddar cheese Black beans

SNACK SAMPLE MENU

DAY	WEEK 1	WEEK 2	WEEK 3
1	<ul style="list-style-type: none"> Sliced peaches Yogurt or kefir 	<ul style="list-style-type: none"> Cucumber slices Whole wheat English muffin Egg salad 	<ul style="list-style-type: none"> Sliced pears Cheddar cheese cubes
2	<ul style="list-style-type: none"> Carrot and celery sticks Whole wheat breadsticks Hummus dip 	<ul style="list-style-type: none"> Pear Carrot Bran muffin^K 	<ul style="list-style-type: none"> Sugar snap peas, grape tomatoes Brown rice cakes Cottage cheese
3	<ul style="list-style-type: none"> Grapes Whole wheat crackers Swiss cheese 	<ul style="list-style-type: none"> Cauliflower and broccoli florets Whole wheat Melba toast Yogurt tzatziki dip 	<ul style="list-style-type: none"> Pineapple Roasted chickpeas (or mixed nuts)^L
4	<ul style="list-style-type: none"> Guacamole Whole wheat pita wedges 	<ul style="list-style-type: none"> Banana Whole wheat bagel Peanut/pea^L butter 	<ul style="list-style-type: none"> Salsa Tortilla chips Black bean dip
5	<ul style="list-style-type: none"> Apple Oatmeal raisin scone^K 	<ul style="list-style-type: none"> Cantaloupe chunks Cottage cheese or kefir 	<ul style="list-style-type: none"> Fruit salad Plain popcorn

^KRecipe found in Better Bake Bites: Recipes and Tips for Healthier Baked Goods. See Section 10: Additional Resources.

^LFollow your school's anaphylaxis policy.

GOOD TO KNOW!

Consider additional toppings for rice cakes such as egg or tuna salad, hummus, guacamole, cheese, peanut^L butter (or pea butter).



LUNCH SAMPLE MENU

DAY	WEEK 1	WEEK 2
1	Vegetarian Chili <ul style="list-style-type: none"> Diced tomatoes, corn, green pepper, red kidney beans, chickpeas Cornmeal Muffin Milk	Burger <ul style="list-style-type: none"> Romaine lettuce, tomato slices, onion, whole grain bun, havarti cheese slices, lean ground turkey Milk
2	Soup <ul style="list-style-type: none"> Tomato, spinach, onion Sandwich <ul style="list-style-type: none"> Tomato, whole wheat bread, tuna salad Milk	Tofu & Vegetable Curry on Brown Rice <ul style="list-style-type: none"> Green peas, carrots, red pepper, brown rice, tofu Milk
3	Vegetable & Hummus Wrap <ul style="list-style-type: none"> Lettuce, orange pepper, cucumber, chapatti, hummus Milk	Soup <ul style="list-style-type: none"> Onion, celery, carrot, diced tomatoes, lentils Sandwich <ul style="list-style-type: none"> Red pepper slices, cucumber, whole grain bread, cheddar cheese, grilled chicken Milk
4	Pork Stir Fry on Brown Rice <ul style="list-style-type: none"> Red peppers strips, broccoli, snow peas, brown rice, pork loin Milk	Pasta Bolognese <ul style="list-style-type: none"> Tomato sauce, mushrooms, green pepper, whole wheat pasta, lean ground beef Milk
5	Chicken Pasta Salad <ul style="list-style-type: none"> Grated carrot, cucumber, cherry tomatoes, whole wheat pasta, feta cheese, chunks of roasted chicken Milk	Egg Salad Wrap <ul style="list-style-type: none"> Sliced tomato, spinach, whole wheat pita, egg salad Milk

GOOD TO KNOW!

Menus can be easily adapted by using different fillings for sandwiches, wraps or burgers including: chicken, beef, turkey, salmon, tofu, beans, egg salad, or roasted vegetables. Depending on your supplies at hand, alternate through different Meat and Alternative options.

What about fruit?

Adding fruit to your lunch is the best way to be sure that one full serving from the Vegetables and Fruit food group is offered.



MEAL PLANNING CHECKLIST

After you have completed your menu, be sure that it meets each of the following requirements:

	REQUIREMENTS	YES
1	All meals contain 1 serving from three out of the four food groups of Canada's Food Guide. Meals must contain: <ul style="list-style-type: none"> • 1 serving from the Vegetables and Fruit food group and; • 1 serving from the Milk and Alternatives food group. 	
2	Snacks contain: <ul style="list-style-type: none"> • 1 serving from the Vegetables and Fruit food group and; • 1 serving from another food group from Canada's Food Guide. 	
3	All foods that are offered meet the SNP Nutrition Guidelines for all food groups, specifically: <ul style="list-style-type: none"> • Whole grain, whole wheat or bran is first on ingredient list for grain products. • Sugar \leq 8 g per 30 g serving for baked goods, cereal or granola bars, and hot/cold cereals. 	
4	All main ingredients in mixed dishes meet the SNP Nutrition Guidelines for all food groups.	
5	Food items identified as "Do Not Serve" in the SNP Nutrition Guidelines are not included in the menu.	
6	Foods listed as minor ingredients in the SNP Nutrition Guidelines are used in small amounts.	
7	Drinking water is always available and offered to children and youth.	



SECTION 10: ADDITIONAL RESOURCES

EatRight Ontario. For answers to your nutrition questions, speak to a Registered Dietitian by contacting EatRight Ontario. Call 1-877-510-5102 (toll free) or visit www.eatrightontario.ca.

Public Health Units In Your Community. Ontario Ministry of Health and Long Term Care - <http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx>

Student Nutrition Program Lead Agencies, Ontario Ministry of Children and Youth Services - <http://www.children.gov.on.ca/htdocs/English/professionals/studentnutrition.aspx>

Health Canada:

- Learn about Canada's Food Guides – http://healthycanadians.gc.ca/eating-nutrition/healthy-eating-saine-alimentation/food-guide-aliment/index-eng.php?_ga=1.107809472.37686665.1423241081
- Understanding Food Labels – <http://www.healthycanadians.gc.ca/eating-nutrition/label-etiquetage/understanding-comprendre/index-eng.php>
- Percent Daily Value – <http://healthycanadians.gc.ca/eating-nutrition/label-etiquetage/understanding-comprendre/daily-value-valeur-quotidienne-eng.php>

Canadian Food Inspection Agency - <http://www.inspection.gc.ca/eng/1297964599443/1297965645317>

Government of Canada, Canadian Nutrient File - <https://food-nutrition.canada.ca/cnf-fce/index-eng.jsp>

Food Buying Guide Calculator for Child Nutrition Programs - <http://fbg.nfsmi.org/>

Foodland Ontario - <https://www.ontario.ca/foodland/foodland-ontario>

FOOD ALLERGIES

Food Allergy Canada:

- Allergy Safety at School – <http://foodallergycanada.ca/allergy-safety/at-school/>
- Anaphylaxis in Schools & Other Settings 3rd Edition (Canadian Society of Allergy and Clinical Immunology – Canadian Society of Allergy and Clinical Immunology) - http://foodallergycanada.ca/wp-content/uploads/Anaphylaxis-in-Schools-and-Other-Settings-3rdEdition_final_WEB.pdf

FOOD SAFETY

Ontario Food Premises Regulation 562 (O.Reg 562/90) - <https://www.ontario.ca/laws/regulation/900562>

Ministry of Health and Long-Term Care – Public Health Division, February 2013 - Food Safety: A Guide for Ontario's Foodhandlers - http://www.health.gov.on.ca/en/pro/programs/publichealth/enviro/docs/training_manual.pdf

Canadian Partnership for Consumer Food Safety Education:

- Be Food Safe – <http://befoodsafe.ca/>
- Safe Cooking Temperatures – <http://befoodsafe.ca/be-food-safe/cooking-charts/>

ADDITIONAL RESOURCES

RECIPES

Dietitians of Canada:

- Tips and Recipes for Quantity Cooking: Nourishing Minds and Bodies, Dietitians of Canada - http://healthyeatingatschool.ca/uploads/Tips_and_Recipes_2014.pdf
- Cookspiration – <http://www.cookspiration.com/>
- Bake Better Bites – Recipes and Tips for Healthier Baked Goods - <http://healthyschoolsbc.ca/program/resources/56/en/60503/Bake-Better-Bites-2014.pdf>

Recipes for Student Nutrition Programs-

<http://brightbites.ca/wp-content/uploads/Recipes-for-SNP.pdf>

Nutrition Resource Centre, Bake it Up - http://opha.on.ca/getmedia/76d5a10c-3e96-4a14-9405-9c8a5eb8a780/Bake_It_Up!_28SE10.pdf.aspx

EatRight Ontario:

- Recipes – <https://www.eatrightontario.ca/en/recipes.aspx>
- Kid Friendly award winning recipes- <https://www.eatrightontario.ca/en/Recipes/Kid-friendly-award-winning-recipes.aspx>

City of Ottawa, Healthy Eating –

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