



# **Student Nutrition Program Coordinator's Manual**

**July 2016**



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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*Note: Daily Tracking Forms can be found at [www.FoodForKidsptbo.ca](http://www.FoodForKidsptbo.ca) in the right hand column*

# Grain Products

Serve choices with “whole grain” as the first ingredient.



Food Category	Serving Size	Nutrition Criteria per Serving
Breads <i>(e.g. bread, bagels, rolls, pita, naan, tortilla)</i>	1 slice of bread 1/2 bagel, pita, bun or English muffin 1/4 naan 1/2 or 35g tortilla	Preferably select 100% whole grain bread <i>(e.g. whole wheat, whole oats, rye)</i> Fibre: 2g or more Iron: 5% DV or more
Cereals <i>(cold and hot)</i>	30g (1/2 - 1 1/4 cups) cold cereal 175mL (3/4 cup) hot cereal	Fibre: 2g or more Iron: 5% DV or more
Crackers	30g crackers, approximately 10 saltine crackers	Fibre: 2g or more Iron: 5% DV or more Sodium: 480mg or less

# Vegetables and Fruit

**Serve 1 item at every meal and snack.**



Food Category	Serving Size	Nutrition Criteria per Serving
Fresh/frozen vegetables or fruit	1 medium size vegetable or fruit 125 mL (1/2 cup) raw or cooked 250 mL (1 cup) of raw leafy green vegetables	Select a variety of vegetables and fruit with no added sugar or salt Select fresh local foods when available
Canned/jarred vegetables and tomato sauce	125 mL (1/2 cup)	Sodium: 480 mg or less
Canned/jarred fruit and fruit sauces	125 mL (1/2 cup)	Packed in juice with no added sugar

Source: Ministry of Children and Youth Services, Student Nutrition Program, Nutrition Guidelines, July 2008

# Vegetables and Fruit



LIMIT	Food Category	Serving Size	Nutrition Criteria per Serving
<b>Serve 1 item once a week or less.</b>	Fruit juice	125 mL (1/2 cup)	Choose only 100% unsweetened juice
	Vegetable and tomato juices	125 mL (1/2 cup)	Sodium: 480 mg or less
	Dried fruit <i>(e.g. apricots, apples, raisins, 100% fruit leather and fruit bars)</i>	60 mL (1/4 cup)	Fruit is listed as the first ingredient No added sugar or fat Fibre: 2 g or more

Source: Ministry of Children and Youth Services, Student Nutrition Program, Nutrition Guidelines, July 2008

# Milk and Alternatives



LIMIT	Food Category	Serving Size	Nutrition Criteria per Serving
<b>Serve 1 item at every breakfast and morning meal.</b>	Milk	250 mL (1 cup)	2%, 1%, or skim milk (white or chocolate)
	Milk alternative beverages <i>(e.g. fortified soy beverage)</i>	250 mL (1 cup)	Calcium: 25% DV or more Vitamin D: 25% DV or more
	Cheese	350 g (1 1/2 oz)	Calcium: 15% DV or more
	Yogurt, Kefir	175 g (3/4 cup)	Calcium: 15% DV or more



# Milk and Alternatives




LIMIT	Food Category	Serving Size	Nutrition Criteria per Serving
<b>Serve 1 item once a week of less.</b>	Processed Cheese Slices	42 g (2 thin slices)	Reduced fat or fat free made from skim milk Calcium: 5% DV or more Sodium: 480 mg or less
	Processed Cheese Spread	30 g (2 Tbsp)	Fat: 6 g or less Calcium: 5% DV or more Sodium: 480 mg or less
	Custards, puddings and frozen desserts <i>(e.g. frozen yogurt)</i>	125 mL (1/2 cup)	Calcium: 5% DV or more Saturated fat: 2 g or less

# Miscellaneous



## LIMIT

## Food Category

**One of the following can be served per snack/meal**  (e.g. jam or butter can be offered with toast, not both)

Jams, jellies, marmalades, syrup, fruit butters, light creme cheese

Sauces, salsas, dips, gravy and condiments (e.g. pickles, relish, mustard)

Soft margarine (trans fat free), butter, salad dressings, mayonnaise

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# Do **NOT** Serve In Student Nutrition Programs

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- Chocolate or yogurt covered granola bars
- Granola bars with candy, chocolate and marshmallows
- Cakes, cupcakes, brownies and doughnuts
- Toaster pastries
- Foods containing artificial trans fat  
(*e.g. hydrogenated oils, shortenings, hydrogenated margarines*)

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- Cakes, cupcakes, brownies and doughnuts
- Toaster pastries
- Foods containing artificial trans fat  
(*e.g. hydrogenated oils, shortenings, hydrogenated margarines*)

# Sample Breakfast & Morning Meal Menus

## Student Nutrition Programs

\*Servings shown below are for one student.

For more help with menu planning and serving sizes, please see the SNP [Nutrition Standard](#) and [Canada's Food Guide](#).

Always have tap water available.

**A meal has at least 3 full servings**

- ✓ 1 serving from **Vegetables and Fruit** group
- ✓ 1 serving from **Grain Products** group
- ✓ 1 serving from **Milk and Alternatives** group



2013

	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>
<b>Monday</b>	<p><b><u>Oatmeal with Apples and Milk</u></b></p> <p>125 mL Oatmeal 1/2 cup 125 mL Apples, chopped 1/2 cup 250 mL Milk 1 cup</p>	<p><b><u>Whole Grain Cereal and Banana</u></b></p> <p>30 g Whole grain cereal 1/2 - 1 cup 1 med Banana 1 250 mL Milk 1 cup</p>	<p><b><u>Whole Grain Bagel, Orange and Yogurt</u></b></p> <p>1/2 Whole grain bagel 1/2 1 Orange 1 175 mL Yogurt 3/4 cup</p>
<b>Tuesday</b>	<p><b><u>Whole Wheat French Toast and Berries</u></b></p> <p>1 slice Whole wheat French toast 1 125 mL Berries / seasonal fruit 1/2 cup 250 mL Milk 1 cup 15 mL Syrup 1 tbs</p>	<p><b><u>English Muffin Pizza and Cantaloupe</u></b></p> <p>1/2 - 1 Whole wheat English muffin 1/2 - 1 30 mL Tomato sauce 2 tbs 50 g Cheese 1 1/2 oz 125 mL Cantaloupe 1/2 cup</p>	<p><b><u>Whole Wheat Pancakes and Honeydew</u></b></p> <p>1 Whole wheat pancake 1 125 mL Honeydew melon slices 1/2 cup 250 mL Milk 1 cup 15 mL Syrup 1 tbs</p>
<b>Wednesday</b>	<p><b><u>Fancy Fruit Kabobs and Crackers</u></b></p> <p>30 g Whole wheat crackers 6 - 10 125 mL Fruit chunks (~5-8 pieces) 1/2 cup 50 g Cheddar (~3-4 cubes) 1 1/2 oz <i>* tip: alternate fruit and cheese pieces on a skewer</i></p>	<p><b><u>Parfait</u></b></p> <p>30 g Nut-free, low fat granola 1/3 cup 125 mL Fresh fruit 1/2 cup 175 mL Yogurt 3/4 cup</p>	<p><b><u>Cheesy Vegetable Wrap</u></b></p> <p>1/2 large Whole wheat tortilla 1/2 60 ml Peppers (diced) 1/4 cup 60 mL Corn (frozen, thawed) 1/4 cup 50 g Cheese (shredded) 1 1/2 oz</p>
<b>Thursday</b>	<p><b><u>Muffin, Fruit and Yogurt</u></b></p> <p>1 small Whole wheat carrot muffin 1 1 med Nectarine 1 175 mL Yogurt 3/4 cup</p>	<p><b><u>Banana Bread with Fruit and Milk</u></b></p> <p>30 g Whole wheat banana bread 1 piece 125 mL Watermelon 1/2 cup 250 mL Milk 1 cup</p>	<p><b><u>Breakfast Pita, Fruit and Yogurt</u></b></p> <p>30 g Whole grain breakfast pita 1/2 - 1 125 mL Fruit salad 1/2 cup 175 mL Yogurt 3/4 cup</p>
<b>Friday</b>	<p><b><u>Grilled Cheese, Fruit and Milk</u></b></p> <p>1 slice Whole grain bread 1 1 slice Processed cheese 1 15 mL Non-hydrogenated margarine 1 tbs 125 mL Milk 1/2 cup 1 med Apple 1</p>	<p><b><u>Cheese and Pear Quesedilla</u></b></p> <p>1 small Whole wheat tortilla 1 125 mL Pear, sliced 1/2 cup 50 g Cheese (shredded) 1 1/2 oz</p>	<p><b><u>Polenta, Berries and Milk</u></b></p> <p>125 mL Polenta 1/2 cup 125 mL Berries (seasonally) 1/2 cup 250 mL Chocolate milk 1 cup</p>

# Sample Breakfast & Morning Meal Menus

## Student Nutrition Programs with Limited Facilities

\*Servings shown below are for one student.

For more help with menu planning and serving sizes, please see the SNP [Nutrition Standard](#) and [Canada's Food Guide](#).

Always have tap water available.

**A meal has at least 3 full servings**

- ✓ 1 serving from **Vegetables and Fruit** group
- ✓ 1 serving from **Grain Products** group
- ✓ 1 serving from **Milk and Alternatives** group



2013

	Week 1			Week 2			Week 3		
<b>Monday</b>	<b><u>Cheesy Apple Wrap</u></b>			<b><u>English Muffin, Pear and Chocolate Milk</u></b>			<b><u>Fruity Yogurt Parfait</u></b>		
	1 small	Whole wheat tortilla	1	½	Whole wheat English muffin	½	30 g	Bran cereal	1/3 cup
	125 mL	Apple slices	½ cup	1 med.	Pear	1	85 mL	Chopped apple	1/3 cup
	50 g	Cheese (shredded)	1 ½ oz	250 mL	Chocolate milk	1 cup	15 mL	Raisins	1 tbsp
	15 mL	Low fat cream cheese	1 tbsp	15 mL	Non-hydrogenated margarine	1 tbsp	175 mL	Yogurt	¾ cup
<b>Tuesday</b>	<b><u>English Muffin, Fruit and Yogurt</u></b>			<b><u>Bagel, Cheese and Fruit</u></b>			<b><u>Veggie Wrap</u></b>		
	½	Whole wheat English muffin	½	½	Whole wheat bagel	½	1 small	Whole wheat tortilla	1
	1	Plum	1	50 g	Cheddar	1 ½ oz	125 mL	Chopped vegetables	½ cup
	175 mL	Yogurt	¾ cup	1 med.	Apple	1	50 g	Shredded cheese	1 ½ oz
							5 mL	Salad dressing	1 tsp
<b>Wednesday</b>	<b><u>Smoothie</u></b>			<b><u>Veggie Wrap</u></b>			<b><u>Oatmeal and Fruit</u></b>		
	30 g	Quick-cook oats	¼ cup	1 small	Whole wheat tortilla	1	30 g	Quick-cook oats	¼ cup
	60 mL	Banana	½	125 mL	Romaine lettuce, chopped	½ cup	125 mL	Seasonal fruit or berries	½ cup
	60 mL	Berries or other fruit	¼ cup	60 mL	Shredded vegetables	¼ cup	250 mL	Milk	1 cup
	250 mL	Milk	1 cup	50 g	Grated cheese	1 ½ oz	*tip: Microwave oats in milk for 1-2 mins		
<b>Thursday</b>	<b><u>Cheese Sandwich and Fruit</u></b>			<b><u>Parfait</u></b>			<b><u>Whole Grain Cereal &amp; Cantaloupe</u></b>		
	2 slices	Whole wheat bread	2	30 g	Nut-free low fat granola	1/3 cup	30 g	Whole grain cereal	½-1 cup
	50 g	Cheese, sliced	1 ½ oz	125 mL	Honeydew melon	½ cup	125 mL	Cantaloupe, chopped	½ cup
	1	Peach or seasonal fruit	1	175 mL	Yogurt	¾ cup	250 mL	Milk	1 cup
<b>Friday</b>	<b><u>Crackers and Dip</u></b>			<b><u>Grab 'n' Go Friday</u></b>			<b><u>Smoothies and Crackers</u></b>		
	30 g	Whole grain crackers	6 – 10	1	Whole grain bar	1	30 g	Whole wheat crackers	6 – 10
	125 mL	Baby carrots and tomatoes	8 – 10 pc	1	Banana or seasonal fruit	1	60 mL	Fruit salad	¼ cup
	250 mL	Chocolate milk	1 cup	250 mL	Milk	1 carton	60 mL	100% fruit juice	¼ cup
	30 mL	Light salad dressing (for dip)	2 tbsp	*tip: keep your milk cartons in a bowl of ice			175 mL	Yogurt	¾ cup



# 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                 

Grain Product                 

Milk & Alternatives                 

Comments/Suggestions for improvement:

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**Thank You!**



**We want to know!  
Was there enough food?**

Too Little      Just Right      Too Much

Vegetables & Fruit                 

Grain Product                 

Milk & Alternatives                 

Comments/Suggestions for improvement:

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**Thank You!**



**We want to know!  
Was there enough food?**

Too Little      Just Right      Too Much

Vegetables & Fruit                 

Grain Product                 

Milk & Alternatives                 

Comments/Suggestions for improvement:

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**Thank You!**



**We want to know!  
Was there enough food?**

Too Little      Just Right      Too Much

Vegetables & Fruit                 

Grain Product                 

Milk & Alternatives                 

Comments/Suggestions for improvement:

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**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@pcchu.ca](mailto:lmagalhaes@pcchu.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, and dairy products purchased by Food For Kids.

*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](mailto: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**

### **Donoghue's WholeSale Food**

Food Type: Baking supplies and muffin mix

Contact: Darryl Donoghue

Phone: 705-748-9381; 1-800-572-9177

Fax: 705-748-0300

Email: darryldonoghue@gmail.com

Submit orders by phone, fax, or email

**\*\*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@pfrc.ca](mailto:Indran@pfrc.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

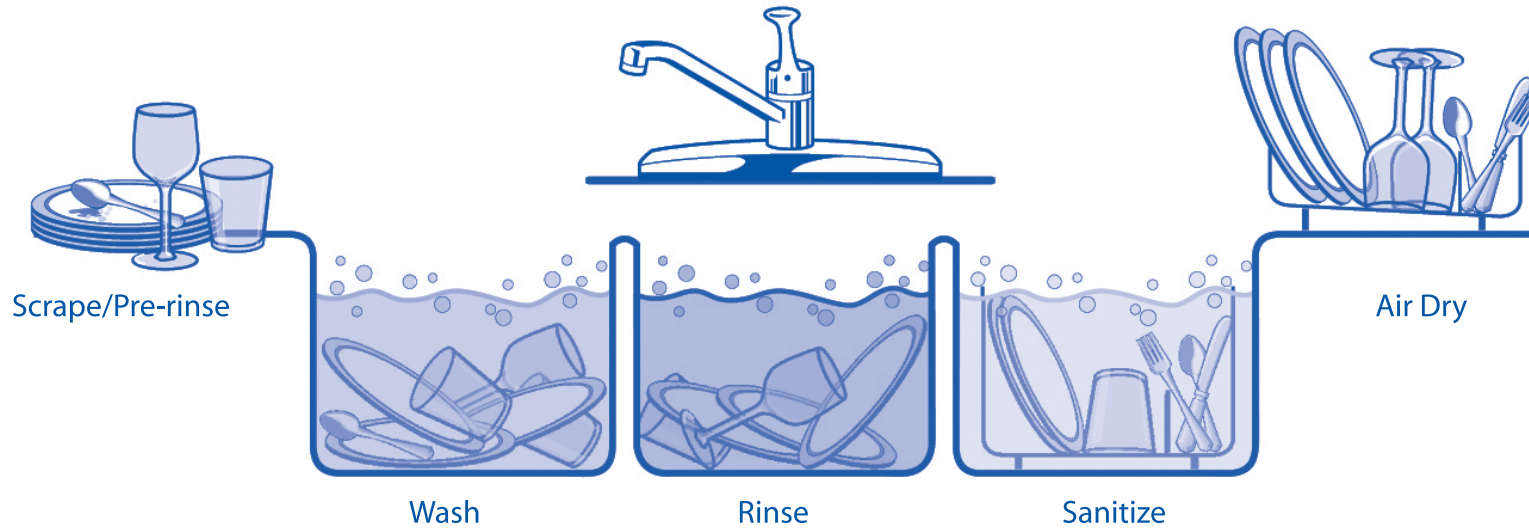
- To clean and sanitize equipment “in-place”, wash with hot soapy water, rinse with clean hot water and sanitize with an approved sanitizer (e.g., quaternary ammonium at 400 ppm concentration, allow to sit for 45 seconds and wipe dry with clean cloth)
- Use test strips to ensure proper sanitizer concentrations
- 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.

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### 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*).

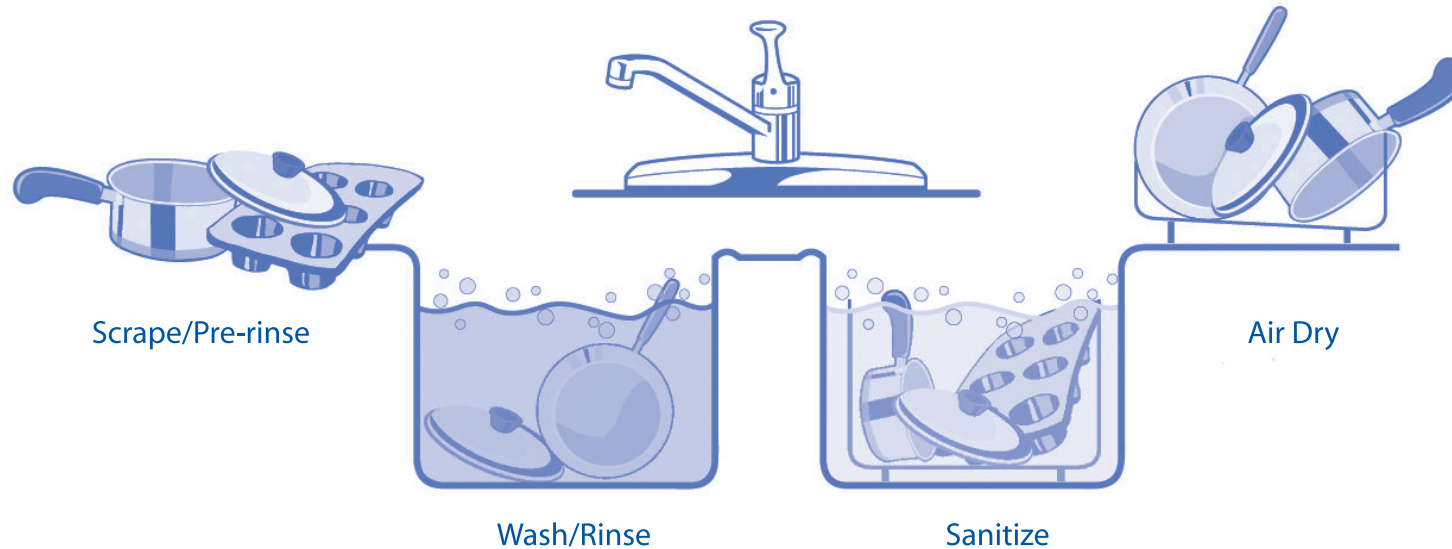
**OR**

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

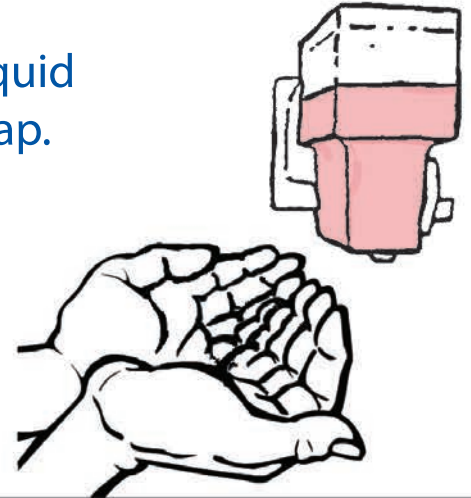
**1.**

Wet hands with warm water.



**2.**

Apply liquid hand soap.



**3.**

Later hands away from water.



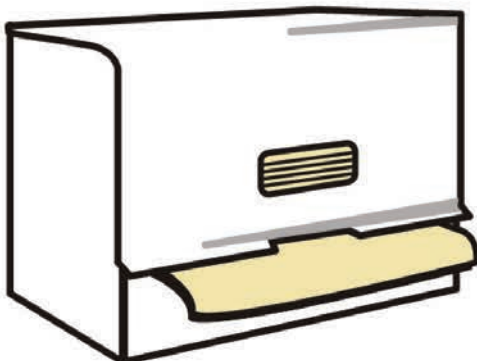
**4.**

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

## 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

## 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



**Peterborough  
Public Health**

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

**705-743-1000**

[peterboroughpublichealth.ca](http://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 Nutritional 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>

**INFORMATION: Contact Craig McGurn, Manager National Food Sharing, Food Banks Canada**

# 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.

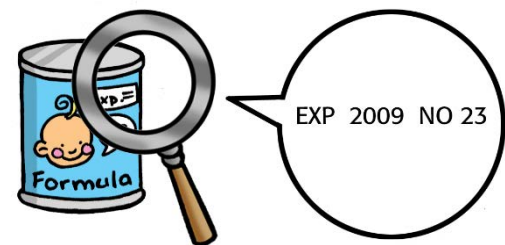
## "Best before" Date

- "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
- **Breakfast For Learning**  
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 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 County-City Health Unit will generate a charitable tax receipt. *The school will receive a cheque from the Health Unit 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. See instructions to use vouchers: [www.groceryfoundation.com/voucher-program](http://www.groceryfoundation.com/voucher-program)*

- Metro Green Apple Grant: [greenapple.metro.ca](http://greenapple.metro.ca)
- Show Kids You Care: [showkidsyoucare.org](http://showkidsyoucare.org)
- Mazon Canada: [mazoncanada.ca](http://mazoncanada.ca)
- Hellman's Canada Real Food Movement Grant: [Hellmanns.ca](http://Hellmanns.ca)
- Aviva Community Fund : [avivacomunityfund.org](http://avivacomunityfund.org)
- Canada Post Community Foundation: [canadapost.ca](http://canadapost.ca)
- Loblaw Healthy Kids Grant: [loblaw.ca](http://loblaw.ca)
- Roots Canada Community Support & Sponsorship: [roots.com](http://roots.com)

*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](http://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](http://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.

**Thank you!**



## 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@pcchu.ca](mailto:Imagalhaes@pcchu.ca).*
- Market to all parents; focus on parents of primary students.
- Have a regular column in the school newsletter.
- Consider the skills you need 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](http://www.fourinfo.com) – contact Matthew Martin at United Way to list your volunteer needs in the online volunteer listings. 705-742-0393 or email [volunteer@uwpeterborough.ca](mailto:volunteer@uwpeterborough.ca)

[www.volunteercanada.ca](http://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](mailto: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 position 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@peterboroughpubilhealth.ca](mailto:Imagalhaes@peterboroughpubilhealth.ca)***



**Food**  
for **Kids**

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

**Comments:**

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### 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

<b>DAILY:</b>	<b>MONTHLY:</b>	<b>QUARTERLY:</b> <i>(December, April, June)</i>	<b>ANNUALLY:</b>
<b>Fill out...</b>	<b>Submit...</b>	<b>Submit...</b>	<b>Submit...</b>
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.