



PETERBOROUGH AND COUNTY
Student Nutrition Programs

Coordinator's Manual

August 2023

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Food for Kids Ptbo



@FoodforKidsptbo

Thank you for choosing to coordinate the Student Nutrition Program!

When you first take on this role, there are many new things to navigate. **You have support!** Coordinator Memo updates will be sent regularly where you will find important information and reminders. We are here to help!

Angela Fuchs

Community Development Coordinator

angela.fuchs@snpcce.ca

Phone: 705-868-2445

Assists with tasks related to the daily running of programs (e.g. volunteers, funding, reporting)

Luisa Magalhaes

Public Health Dietitian

lmagalhaes@peterboroughpublichealth.ca

Phone: 705-743-1000 X233

Assists with nutrition-specific and food safety related topics

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Food

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

Reporting

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New to Coordinating? No problem!

There are 5 main areas to focus on...

- ❑ **1. Volunteers** – You are not in this alone! Inquire with your principal if staff are available to help. Find staff/volunteers to help prepare and serve food, pick-up food at Kawartha Food Share, shop, and deliver food to the school, or help with fundraising and reporting. Consider asking volunteers to complete monthly reports or place food orders on the online store. If you need support with volunteer recruitment, connect with Angela or your principal.
- ❑ **2. Food** – Programs bring food into the schools in a variety of ways including grocery store shopping, produce delivery services, Kawartha Food Share pick-up, the SNP online store, etc. Check with the last coordinator or the school principal to find out what your program has done in the past. If you are looking for something new, ask Angela for suggestions.
You can access the SNP online store here: <https://studentnutritionontarioce.ca/>
- ❑ **3. Menu Planning** – The Student Nutrition Program Nutrition Guidelines include ready-made menus as well as lists of *what to serve* and *what not to serve*. There are a variety of ideas on pages 34-39 to help you get started. [Student Nutrition Guidelines](#)
- ❑ **4. Monthly Reports** – On the 1st of each month you are required to submit a report about the number of meals being served on a typical day in the past month.
You do not need to count meals every day!
The monthly report should be an account of what is served on a “typical day”. You will receive an email prompt a few days before the tracking is due and the report can be accessed on the SNP website at: <https://studentnutritionontarioce.ca/>
- ❑ **5. Budgeting** - At the start of each school year, you will receive a financial summary of the funding for the year. To calculate a rough monthly budget, take the total amount of funding and divide it by 10. If you feel you need additional funds, talk to your principal about a fundraising initiative, ask the school council for funding, apply for grants when they come available (Angela will alert you), or approach Food for Kids for emergency funding if required.

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 meets food safety standards is available to children in a safe, welcoming environment
- ☑ Financially Accountable: financial records are kept and reports given to Community Development Coordinator regularly
- ☑ 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/volunteers work together to deliver the program
- ☑ Monthly online reports: number of meals served on a typical day and donations received
- ☑ Volunteers: Students/parents/community members/school staff are recruited, trained & recognized

Program Types:

1. **Breakfast/Morning Meal:** A meal served before or in the first part of the school day
food groups = 3
Must include a serving of Vegetables and/or Fruit, a Protein Food and a Whole Grain food.
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/or Fruit plus either a Protein Food OR Whole Grain Food
Note: Schools can only have a snack program as a secondary program
3. **Lunch:** A meal served around the noon-hour
food groups = 3
Must include a serving of Vegetables and/or Fruit, a Protein Food and a Whole Grain food.

Delivery Models:

- **Bin or Classroom Model:**
 - ✓ Packed ahead of time for each class
 - ✓ Requires delivery to each classroom, needs fewer volunteers, is flexible with timing
 - ✓ Requires more packaging, it is important to monitor temperature of milk products**NOTE:** *If dairy is left out/stored above 4°C (fridge temperature) for 2 hours or more, it must be discarded.*
- **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)
 - ✓ Consider placement of program to help make it as accessible as possible for students
- **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

Weekly Menu

Program Type (check one box only): ☐ Breakfast/Morning Meal ☐ Snack ☐ Lunch

Food Group	Monday	Tuesday	Wednesday	Thursday	Friday
Vegetables and Fruit					
Protein Foods					
Whole Grain Foods					

- A **snack** is made up of at least one vegetable or fruit plus either one protein food OR one whole grain food.
- A **meal** is made up of at least one vegetable or fruit plus one protein food AND one whole grain food.

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					
	Protein Food					
	Whole Grain Food					
Week 2	Vegetables and Fruit					
	Protein Food					
	Whole Grain Food					

- A **snack** is made up of at least one vegetable or fruit plus either one protein food OR one whole grain food.
- A **meal** is made up of at least one vegetable or fruit plus one protein food AND one whole grain food.

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** is made up of at least one vegetable or fruit plus either one protein food OR whole grain food.
- A **meal** is made up of at least one vegetable or fruit plus one protein food AND one whole grain food.



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

Too Little Just Right Too Much

Vegetables & Fruit

☐ ☐ ☐

Whole Grain Food

☐ ☐ ☐

Protein Food

☐ ☐ ☐

Comments/Suggestions to improvements:

THANK YOU!



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

Too Little Just Right Too Much

Vegetables & Fruit

☐ ☐ ☐

Whole Grain Food

☐ ☐ ☐

Protein Food

☐ ☐ ☐

Comments/Suggestions to improvements:

THANK YOU!



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

Too Little Just Right Too Much

Vegetables & Fruit

☐ ☐ ☐

Whole Grain Food

☐ ☐ ☐

Protein Food

☐ ☐ ☐

Comments/Suggestions to improvements:

THANK YOU!



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

Too Little Just Right Too Much

Vegetables & Fruit

☐ ☐ ☐

Whole Grain Food

☐ ☐ ☐

Protein Food

☐ ☐ ☐

Comments/Suggestions to improvements:

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 produce (local when in season) and cheese.

Coordinators are notified of the delivery date of each box in advance.

Kawartha Food Share

Kawartha Food Share distributes donated grain products, dairy products and produce from Quaker Oats, and other companies. *Please do not approach Quaker directly for donations.*

PICK-UP DETAILS:

When:

- Pick-ups can only be made Monday - Friday between **9:00 a.m. - 11:50 a.m.**
- Schools can access food up to twice a month.
- All orders **MUST** be emailed to snp@kawarthafoodshare.com at least **48 hours** before pick-up.

Where:

- 665 Neal Drive, Peterborough
 - ✓ Please park in the parking lot; **the ramp is for loading only**
 - ✓ Foods picked up should meet the Nutrition Guidelines for Student Nutrition Programs.

How:

Step 1: Send an email to snp@kawarthafoodshare.com at least **48 hours before picking up.**

Step 2: Please use the Kawartha Food Share Order form to place your order. Not all items are available all the time. If the items you request are available, they will give it to you.

Step 3: **Please arrive at your scheduled time.** Pick-ups can only be made Monday-Friday between 9:00 a.m. - 11:50 a.m.

Step 4: Enter the office waiting room through the small, black door and let KFS staff know you have arrived. You will then be directed to back your car up to the Unit 2 roll-up door to receive your order.

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



**Student Nutrition Program
Order Form**



Email form to snp@kawarthafoodshare.com (min 48hrs in advance)

Name of School: _____

Date: _____

Dietary Restrictions: peanut free ____ nut free ____ other (please list) _____

FOOD ITEM	REQUEST	FOOD ITEM	REQUEST
GRAIN PRODUCTS		BAKING MIXES	
Breakfast Cereal (boxed)		Muffin mix	
Instant Oatmeal		Pancake mix	
Rolled Oats			
Rice Cakes			
Granola bars			
Cereal bars		BAKING INGREDIENTS (if available)	
Crackers		Flour	
Bagels (whole wheat)		Sugar	
English Muffins (whole wheat)		Oil	
VEGETABLES & FRUIT		OTHER (if available)	
Applesauce		Yogurt	
Fruit cups		Milk	
Fresh Produce (list preferences below)		Eggs – raw	
		Eggs – ready to eat	

Please note that product availability changes from day to day.

Local Suppliers

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

Suppliers	Contact Information	Details
RJ's Fresh Produce	293 Lansdowne St. E Phone: 705-742-4620	Free delivery in Peterborough No minimum order
Peterborough Wholesalers	637 The Queensway #2 Phone: 705-742-7847	Free delivery in Peterborough No minimum order
Online Shopping	www.studentnutritionontarioce.ca	Free Delivery with \$300 minimum order Orders under \$300 will be delivered to Kawartha Food Share for pick-up Payment - cheque or credit card
Empire Cheese & Butter Co-op	Phone: 705-653-3187; 1-800-461-6480	
Kawartha Food Share	665 Neal Drive Unit #1	Pick-up can take place ONLY Mon-Fri 9:00am-11:50am Place orders by email at least 48 hours in advance. snp@kawarthafoodshare.com

Food Safety Inspections of Student Nutrition Programs

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 the following food safety categories to be assessed:

Food Premises Regulation ([O. Reg. 493/17](#))-Food Safety Basics

Where compliance with the [Food Premises Regulation](#) 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 frozen
- 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 ideally in freezers to ensure that food is stored well below 0°C)

Protect Food from Contamination

- Clearly label chemicals and store them away from food
- Store raw foods (e.g., meats, eggs) below ready-to-eat foods
- Store foods in clear plastic containers if possible (this allows helpers to ‘see’ current stock *and* helps keep common pests out)
- Avoid direct hand-contact with food where possible
- Use water that is safe to drink for food preparation
- Keep all food items off the floor

Personal Hygiene and Handwashing

- Maintain a designated handwash sink in each food preparation area, that has 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 clothes/apron and tie up your hair
- Avoid touching your face or other surfaces prior to touching food

Premises Clean and Properly Maintained

- Remove waste from the food preparation area daily (more often if necessary)
- Store waste in a sanitary manner and do not allow clutter to pile up (empty boxes, etc.)
- 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 200 ppm concentration, follow manufacturer instructions)
- 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 at least 10 seconds during the final rinse OR use a chemical sanitizer (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.

Food Handler Training

- Food Handler training is available at no cost to SNP volunteers. Visit [Peterborough Public Health](#) to learn about upcoming classes and the self-study option.
- SNP that serve *high-risk foods* (foods more likely to cause food-borne illness) must have at least 1 person who is a certified food handler in the building when the food is prepared and served.
High-risk foods include: raw meat & eggs, foods that require preparation: e.g. cut cheese/vegetables/fruit, cereal with milk, cooked oatmeal, yogurt portioned into bowls, milk, etc
- SNP that only serve *low-risk foods* (require little or no handling before being served) do not require a certified food handler. Follow safe food handling practices (see above).
Low risk foods include: whole, washed vegetables (e.g. baby cucumbers, baby carrots, grape tomatoes); whole, washed fruits (e.g. apples, bananas, clementines); single serve yogurts/cheese/apple sauce, grain products (these can be portioned on site).

SNP Kitchen Inspections:

- SNP food preparation spaces are generally inspected annually. Peterborough Public Health will contact the principal and/or the coordinator to set up the inspection.

For more information please contact:

Ganesh Vallamkonda, CPHI(C), Public Health Inspector
Peterborough Public Health
Phone: 705-743-1000, ext. 346
Email: gvallamkonda@peterboroughpublichealth.ca

The Six Steps of Proper Handwashing



Peterborough
Public Health

For more information, please call
705-743-1000

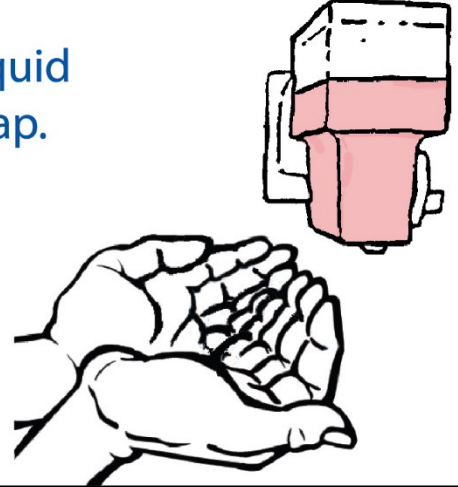
1.

Wet hands with warm water.



2.

Apply liquid hand soap.



3.

Later hands away from water.



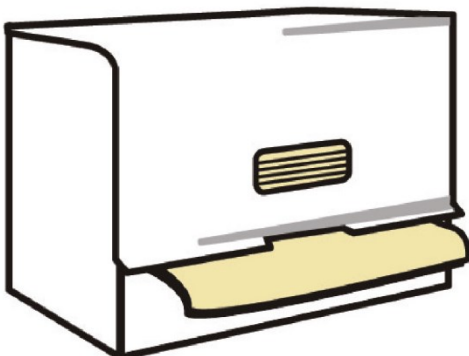
4.

Rinse.



5.

Dry hands with paper towel.

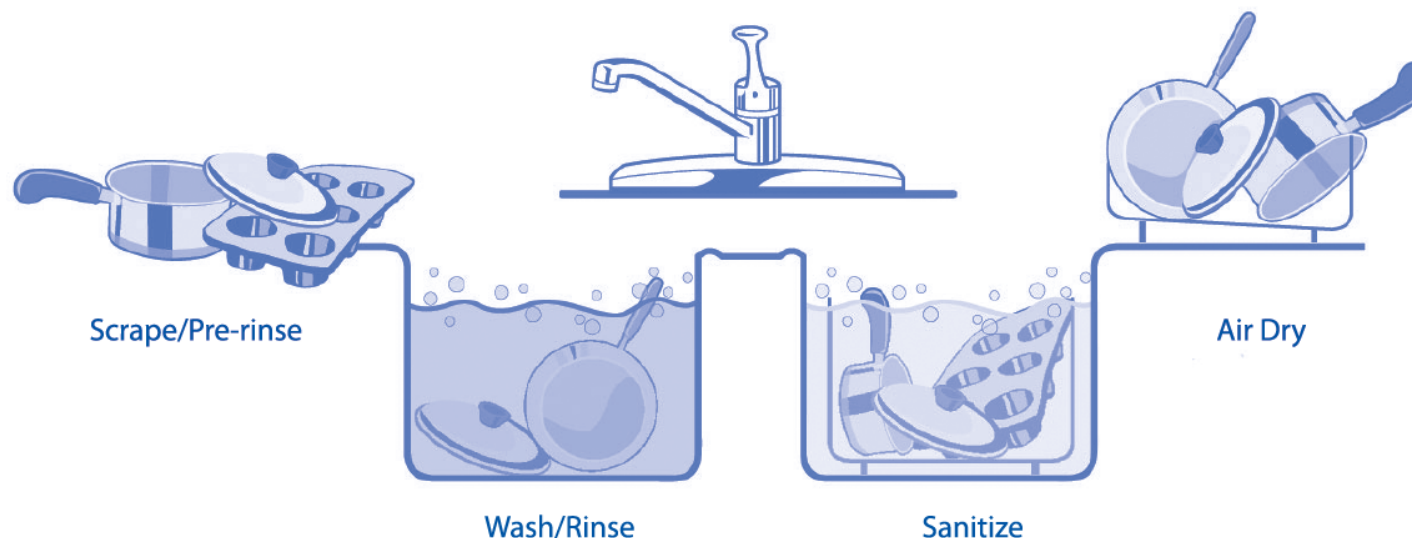


6.

Turn taps off with paper towel.



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*).

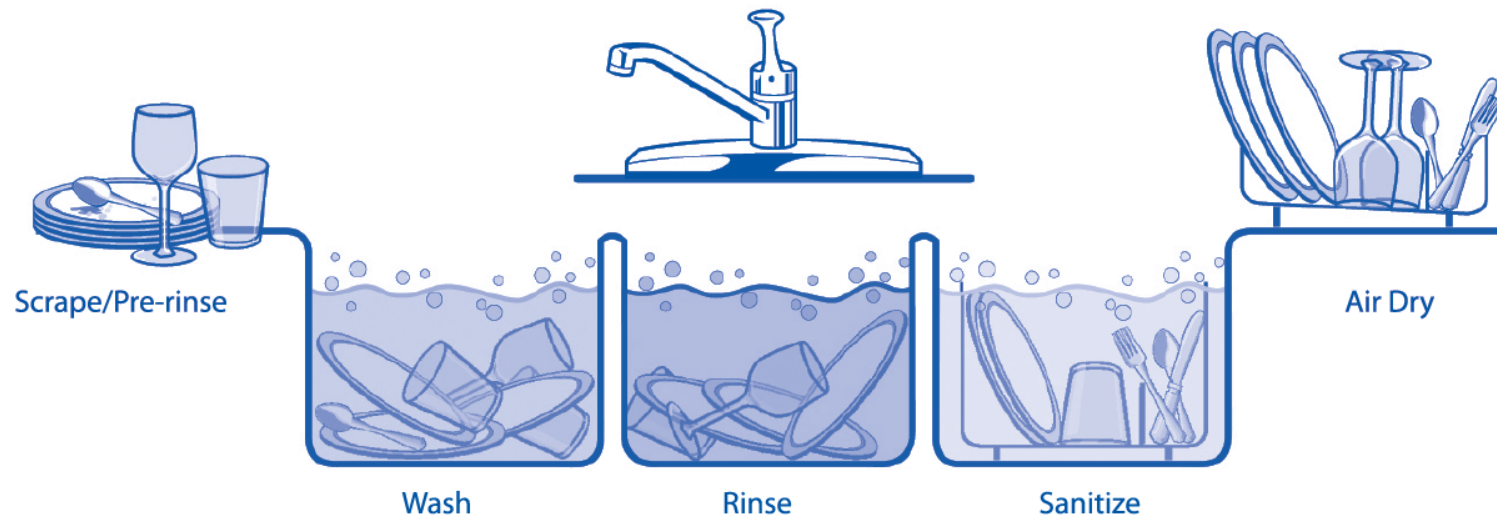
OR

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.

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.

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
Rolls 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

Inspection Services
Peterborough Public Health
Jackson Square, 185 King Street
Peterborough, ON K9J 2R8

705-743-1000

peterboroughpublichealth.ca

Based on materials provided by the Ministry of Health and Long-Term Care
Original: May 2002
Revised: November 2006



Funding Sources

Partial funding is generally provided by:

- **Ministry of Children, Community and Social Services** (e-transfers made in September and January)
Funds to be used for food and disposable supplies only
- **Breakfast Club 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

Additional Funding and Donations

- Donations from the local community help cover the cost of food and supplies. Consider approaching local businesses, churches, service clubs, parents and school councils. See sample email/post below. Explore the option of a School Cash On-line fundraiser. 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.*
- PC Children's Charity: Funds to be used for food, supplies; equipment grant for equipment
Applications due in the Spring.
- Online donations can be made at www.foodforkidspthbo.ca. The school will receive a cheque from Peterborough Public Health for the full amount donated, if the recipient school is indicated by the donor.
- 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.

Sample Email/School Newsletter Post

Subject: **We need your help!**

For years, our school has welcomed ALL students to enjoy nourishing food to help them perform their best!

Students are hungry for all sorts of reasons. Free, nutritious food at school fuels a good day of learning, and builds social connection and a sense of community. *Everyone is welcome!*

Our program serves vegetables and fruit (local when possible), whole grains and protein foods daily. Dedicated staff/volunteers/students run the program.

We need your help!

Financial donations help ensure our program continues to meet our students' needs.

Able to Donate?

Visit www.FoodforKidsPTBO.ca; select Food for Kids FUND, and name our school in the message box (minimum \$10 for a tax receipt)

Able to Volunteer?

Please contact the school office.

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

Sincerely:

Contact name/information

The Three ‘R’s of Volunteer Coordination

When managing volunteers, it is important to remember the three “R”s:

Recruitment, Retention, and Recognition.

Recruiting volunteers that fit your group is crucial to running a successful program.

Retaining your volunteers means low volunteer turnover which means less time needed 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.

No one likes to work hard without recognition! A simple thank-you on a regular basis is usually enough. Each volunteer is motivated for different reasons: e.g. they have spare time and want something to do, they want to give back, they love being around children; they bring unique skills to the group. Understanding your volunteer’s motivations helps maximize their 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 Angela at angela.fuchs@snpcce.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 or grandparent 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.

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:

lmagalhaes@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			COMMENTS
<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	

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

☐ **Prepare/Serve Food:**

Prepare meals and snack bins; wash produce, bake muffins, pack grains.

☐ **Food Pick-up:**

Shop for food; pick up food from Kawartha Food Share twice a month.

☐ **Recruit:**

Find and train volunteers and prepare a schedule for various tasks.

☐ **Fundraise:**

Plan and organize fundraising opportunities.

☐ **Record Keep/Budget:**

Keep track of number of meals served daily, and incoming donations. Manage the budget and fill out financial report three times a year.



Reporting Schedule

MONTHLY: Submit...	TWICE a YEAR: <i>(January and June)</i> Submit...	ANNUALLY: Submit...
Monthly report submitted by the 1 st of each month	Expenditure total submitted each January and June with the monthly report	Annual Funding Application submitted each spring

Submit all reports online at www.studentnutritionontarioce.ca

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

Report Schedule and Details:

1. Monthly Online Report

Please complete and submit online by the 1st of each month.

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 on file at the school for food purchased with their annual funding from the Ministry of Children, Community and Social Services.

4. Annual Funding Application

Please complete and submit online in the spring.