

Student Nutrition Programs School Responsibilities



The Hastings and Prince Edward Learning Foundation is the Lead Agency for Student Nutrition Programs in South East Ontario

- 1 Awareness** - Become familiar with how much it costs to operate your student nutrition program each year. The cost should align with the volume of food served and reported program activity.
- 2 Accurate Data** - Funding is provided by MCCSS and they require data. The majority of the funding that you receive is provided by the MCCSS. In return, they require several pieces of information regarding the programs that operate in your school. This data is collected through the Webtracker database. Please ensure a process is in place to collect the required information accurately each month.
- 3 Sustainability** - Funding for your student nutrition programs is provided by many sources. In addition to the donors who may give directly to your school, learn about the many organizations that support you through your local SNP provider. To ensure continued support, please show your appreciation and provide feedback of the impact of their contribution.
- 4 Use of Resources** - SNP funding cannot be used for any other purpose. Funds received through your SNP provider can only be used to support your breakfast, lunch and snack programs. We recognize that there are many food related activities that occur within your school, however, the student nutrition program funding cannot be used to pay for those activities.
- 5 Volunteers** - One person cannot do it all. Please ensure that your site coordinator has the help needed to operate the SNPs in your school. Divide the work: have volunteers help with the various duties so it does not fall all on one person.
- 6 Safe Food Handling** - Always follow safe food handling practices. Because you are preparing and serving meals, your school is considered a 'food premise'. Information and training is available through Public Health and your SNP Provider. It is your responsibility to make sure safe food handling procedures are followed daily.
- 7 Equipment** - Funding for equipment is available. Your school can request equipment grants through your SNP Provider. The equipment purchased must be needed for the operation of your student nutrition program. The equipment purchased remains the property of your SNP Provider.
- 8 Nutrition Guidelines** - All food served must meet the MCCSS Nutrition Guidelines. Nutrition standards are in place to ensure the integrity of the food served in Ontario Student Nutrition Programs. These guidelines must be followed and should be referred to when making the menus for your programs.
- 9 Training** - Ensure your site coordinator attends training. Your SNP Provider will provide training on the many topics involved with operating a SNP. This could be provided one on one or in a workshop setting. It is important that each site coordinator receives training each year.
- 10 School Culture** - Create a culture within your school that supports the programs. Your SNP should be a safe place for all students and staff. Solicit support from staff by sharing information about student nutrition programs, include staff in decisions regarding the operations of the programs in your school, encourage staff to participate alongside your students, etc. These programs should be viewed positively by all staff and considered a positive component of the school environment.
- 11 Minimum 3 x a week** - Ensure that each SNP is offered a minimum of three times a week. To impact the health of your students, SNPs need to be offered on a regular basis. Funding will only be provided for those programs that operate a minimum of three days per week, throughout the 10 month academic year.
- 12 Universal Access** - SNPs must be universally accessible. All students must be invited and encouraged to participate in your SNPs. Please do not hand pick students to participate, if offered to one it must be offered to all.
- 13 Annual Renewal** - Review and approve the annual program renewal, it is tied to your funding. In June of each year, each school is required to complete a program renewal/funding application for the following year. This package includes the terms that you are agreeing to when you sign off on package.
- 14 Support** - Each SNP Provider has staff to assist you with the ongoing demands of your SNPs. Stay connected with your SNP Coordinator, reach out for assistance, inform of any changes to your program delivery model, discuss challenges and share your successes.

SNP = Student Nutrition Program (breakfast, early morning meal, snack or lunch)

SNP Provider = Food for Learning (Hastings & Prince Edward), The Food Sharing Project (Kingston, Frontenac, Lennox & Addington) or Food for Thought (Lanark)

MCCSS = Ministry of Children Community & Social Services



Hastings and Prince Edward District School Board

