



The Food Sharing Project

2020-21 Program Guidelines

Version 2020.09.03

Approved by: Limestone District School Board;
Algonquin & Lakeshore Catholic District School Board

The Food Sharing Project is pleased to provide food to schools to support in-school Student Nutrition Programs. As per guidance from the Ministry of Children, Community and Social Services (MCCSS) and KFL&A Public Health, the implementation of services will follow these guidelines. Please read, review and understand these guidelines. If you have any questions, please refer to resources linked in this document, or contact us. Thank you.

All resource documents referred to in these Program Guidelines and **highlighted in red** are available on our website under the *Program Resources* section.

Go to www.foodsharingproject.org then click on **Program Resources** in the menu.

COORDINATION

It will be the responsibility of the Principal to determine who is responsible for what duties related to Student Nutrition Programs (placing food orders, receiving food orders, filling food bins, distributing and collecting food bins, serving food to students, cleaning and sanitizing equipment, reporting). Please indicate in your *Program Registration* who the primary contact will be, as well as a secondary contact if needed. More information about *Program Registration* can be found further in this document. The Food Sharing Project is a partner in your school's nutrition program – we are here to help and provide support.

PROGRAM DELIVERY

***All schools must transition to a “bin” program delivery model, where ready to serve, individually portioned, pre-packaged food items are provided.**

*All programs should continue to offer **food from three food groups** to each participating student, as reflected in the 2019 Canada's Food Guide and new [MCCSS Student Nutrition Program Nutrition Guidelines, 2020](#). The three food groups are (1) Vegetables and Fruit, (2) Protein Foods, and (3) Whole Grain Foods.

There are three different bin program options. Schools are required to select one:

OPTION 1- Classroom Bins - **This is the preferred program delivery model*

- Bins for dry goods and cooler bags (with cold packs) for each classroom
- Bins will be replenished every morning with equal number of items from each food group and distributed to each classroom
- Food in the classroom bins will be available to all students
- Unused perishable food must be returned to the fridge within four hours of being removed
- All bins and cooler bags are to be disinfected for next use

OPTION 2 – Centrally located bins

- Grab & Go bin stations provided to students as they come in (or another accessible area for cohorts); Students must maintain physical distance from each other and proceed in a single direction
- Offer three bins, each filled with equal number of items from each food group
- Students can receive one item from each bin
- **An adult must hand food to students; students are not to self-serve**
- Unused perishable food must be returned to the fridge within four hours of being removed
- All bins and cooler bags are to be disinfected for next use

OPTION 3 – Grab & Go delivery program

- Similar to Option 2 but the three bins will be placed on a trolley that goes classroom to classroom
- A trolley must be designated solely for this purpose to avoid contamination
- **An adult must hand food to students; students are not to self-serve**
- Unused perishable food must be returned to the fridge within four hours of being removed
- The bins and trolley must be disinfected for next use

All schools will need to complete a *Program Registration* online, through Webtracker, indicating which program delivery model has been chosen (see **PROGRAM REGISTRATION**, below)

MEAL PREPARATION

- For the 2020-21 school year there will be **no food preparation** allowed in The Food Sharing Project Student Nutrition Programs. All food will be individually portioned and pre-packaged
 - When filling your bins, it is best if you include equal number of food items from the three food categories (vegetables and fruit, protein foods and whole grain foods)
 - Example: for a program that needs to provide 25 meals your bins could include
 - Fruit/veggies: 10 apples, 10 oranges, 5 applesauce cups (25 items)
 - Protein: 5 hard-boiled eggs, 10 cheese strings, 10 yogurt cups (25 items)
 - Grain: 8 chewy bars, 8 packages of crackers, 9 healthy muffins (25 items)
- This combination should feed 25 students
- ****To benefit from a meal program, each student that accesses the bins MUST be allowed, and encouraged, to select three food items (one from each food group).*** If they choose to decline an item, that is fine, but they should not be restricted to any fewer than three items
 - You will *not* need to track which students participated or what each student has selected

FOOD CHOICES AVAILABLE

- For the start of the 2020-21 academic year, the food order will have limited selections and each item will be individually portioned and pre-packaged to meet current health protocols. Items will include such things as: yogurt cups, applesauce cups, chewy bars, muffins, hard-boiled eggs, milk cartons, and fruit (apples, oranges, bananas)
- We have been working with suppliers to get a variety of healthy choices and will be adding more food to the order form as we source more items. We hope to eventually provide prepared foods, assembled and packaged in certified commercial kitchens (e.g. half- bagel with cheese, sandwiches/ wraps, veggie sticks and dip)
- A catalogue/ list of food products will be listed on our website. See [Food Products Available](#).

FOOD ORDERING

- ***All programs** will order food using our **online ordering system** through the Webtracker portal.
 - Online ordering will be new to some, so additional training and support will be available
 - A [Link to Webtracker](#) and an [Online Ordering User Guide](#) are available on our website
- All food must be ordered by Monday at midnight for delivery the following week. An [Ordering, Delivery and Reporting Calendar](#) will be available on our website under *Program Resources*
 - **The first order deadline for 2020-21 will be Tuesday, September 8, at 12:00pm (NOON), for delivery the following week (September 14-18).**
- All food listed will meet the MCCSS Student Nutrition Program Nutrition Guidelines, 2020
- When placing your order, remember that each meal must have food from the three food groups.
- Carefully note the quantity and unit size; some items are available both individually and in cases.
- The Food Sharing Project reserves the right to adjust an order, or replace an item with a similar item. (e.g. due to supplier shortages; we will strive to contact you before making any changes)

PROGRAM REGISTRATION AND EQUIPMENT

- In place of the year-end review and renewal that is typically required in June, schools will need to complete a simplified registration through Webtracker **by the end of September**. *An email and link will be sent to you as soon as this is available.*
- Please use your best estimate in terms of numbers participating in programs and other variables
- As well as being asked which bin program you are implementing, you will be asked if you require bins, coolers, or other equipment, if you haven't already notified us. Please answer realistically - The Food Sharing Project will supply equipment within our budget

FOOD HANDLING AND DELIVERY

- Food will be packed by trained volunteers and staff; all volunteers and staff will be screened upon arrival; All volunteers will wash their hands and wear a mask before entering the food packing area in our warehouse
- Delivery drivers will wear a mask while handling food and making deliveries
- **Drivers will not enter any portion of the school building.** Drivers will drop boxes of food off at a designated **outdoor site** at the school (typically outside the main entrance), and will use the external school buzzer/ intercom to notify that they have dropped it off. They will phone the school office if a buzzer is not available
- School staff must bring the boxes into the school and maintain a distance of 6 feet (2 metres) from our delivery drivers
- At this time, drivers **will not** be picking up boxes to be re-used
- Delivery routes and schedules will most likely be different this year from what they were last year and are subject to change. A route schedule will be provided as soon as routes are finalized.

FOOD SAFETY

- All past safe food handling practices will continue to apply to The Food Sharing Project programs
- Please refer to The Food Sharing Project website or KFL&A Public Health for more details
- Hand washing and sanitizing must be done prior to handling food
- All bins, coolers, cooler packs, trolleys, and any other equipment used for The Food Sharing Project program must be disinfected after each use (i.e. the end of each day)
- Students are not to handle any food, other than what they are eating themselves
- Perishable food must only be out of cold storage for a maximum of four hours. Any unused food must be returned to a fridge within this time

REPORTING

- We are still required by MCCSS to collect data related to Ontario Student Nutrition Programs. You will continue to be responsible to submit a monthly report in Webtracker
- When calculating meals, each meal consists of the three food groups, as per the MCCSS Student Nutrition Program Nutrition Guidelines, 2020. For reporting, if a bin contains 60 items in total – you would report this as 20 meals (i.e. 20 meals of three items, one from each of the three food groups)
- You will enter the number of school days the program is offered each month
- You will be asked to track how much time it took to operate your program (estimated total hours combined from all staff and/or volunteers)
- Each school has a unique login and password to access Webtracker. If you do not have this information for your school, please contact The Food Sharing Project.
- Monthly reports are due the 7th day of the month following the month you are reporting on (e.g. September's report is due October 7th)
- A [Monthly Reporting User Guide](#) will be available on our website under *Program Resources*

FUNDING

- Each school will have a budget based on historical data and best estimates for 2020-21
- It is important that you estimate, to the best of your ability, the number of meals that will be served in your program this year (this will be asked in your *Program Registration*).
- You will see your funding allotment on the top of the screen when you log into Webtracker, under "Hub." These funds will automatically be reduced each time you submit an online order. Please order within your budget.
- School budgets will be adjusted as data is collected.
- You are strongly encouraged to apply for a grant from [President's Choice Children's Charity](#). Each school must apply on their own. They have extended their deadline until September 30, 2020. Select that the grant is directed to a third party, The Food Sharing Project, and those funds will be added to your funding allotment and used for your weekly food orders.

COMMUNICATION

- Please indicate who the primary contact will be for your Student Nutrition Program when you complete the *Program Registration* (and by emailing fsp@kingston.net)
- Communication from The Food Sharing Project will be primarily through a weekly email blast, distributed using email marketing software (Mail Chimp). Please allow your email system to accept the weekly e-newsletter, and carefully read the material.
- Our website will also be constantly updated with news, program resources, guides, manuals and other support material. Please review the *Program Resources* section of our website for answers to common questions before contacting The Food Sharing Project.

CONTACT

The Food Sharing Project
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SOCIAL MEDIA

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