Administrative Procedures
Memorandum A7675

Date of Issue: January 2016
Original Date of Issue: June 2011
Subject: SCHOOL FOOD AND BEVERAGE

References:
- Ministry of Education – Healthy Food for Healthy School Act (School Food and Beverage Policy)
- Education Act (Healthy Food for Healthy Schools Amendment, 2008)
- Ontario Food Premise Regulation O/Reg. 562
- Board Policy No. 4260 – School Food and Beverage
- APM 1420 – Management, Response and Administration of Medication to Students with Life Threatening and Non-Life Threatening Medical Conditions
- PPM 150 – School Food and Beverage Policy

Links:
- Simcoe Muskoka District Health Unit
- Food Safety Matters at Community Special Events
- School Food and Beverage Policy Resource Guide, 2010

Contact: School Services

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1. **Purpose**

All Simcoe County District School Board (SCDSB) schools, school board offices and continuing education centres are required to ensure that food and beverages available to staff and students meet the requirements set out in Board Policy No. 4260, School Food and Beverage.

A healthy school environment enhances student learning and success and enhances students’ social and emotional well-being. Schools have an important role to play in helping students lead healthier lives, including teaching students the skills to make healthy food choices on a daily basis.

2. **Definitions**

2.1 **On School Premises** – Foods and beverages that are sold on school board property fall under the directions in this APM.

2.2 **For School Purposes** – Any activities that are organized by the school, school board, or volunteers or staff associated with the school are considered to be for school purposes. Examples include: sports events, pep rallies, parent-teacher conferences and school council meetings.

2.3 **Special Event Day** – Events that occur on occasion (as opposed to on a regular basis), are considered special. Examples include: graduation celebrations, parent-teacher conferences, after-school track and field events, or a single special event.

2.3.1 Ongoing or regular events such as pizza or hot dog days are not considered special events. These occasions must meet the nutrition standards at all times.

2.4 **School Programs, Venues and Events** – The School Food and Beverage policy applies to all food and beverages sold in all venues (e.g. cafeterias, vending machines, tuck shops/canteens, hospitality), through all programs (e.g. catered lunch programs, milk programs), and at all events (e.g. bake sales, sports events).

2.5 **For Sale** – This term applies to all food and beverages sold in all venues (e.g. cafeterias, vending machines, tuck shops/canteens, hospitality through all programs (e.g. catered lunches) and at all events (e.g. bake sales, sports events).

2.6 **Provision** – This term applies to food and beverages provided at no cost, typically in classroom experiences, for celebrations and events and through nutrition programs (e.g. breakfast and snack programs).
2.7 **Sell Most** (80 per cent) – Products in this category are the healthiest options and generally have higher levels of essential nutrients and lower amounts of fat, sugar, and/or sodium. They must make up at least 80 per cent of all food choices and all beverage choices that are available for sale in all venues, through all programs, and at all events.

2.8 **Sell Less** (20 per cent) – Products in this category may have slightly higher amounts of fat, sugar, and/or sodium than food and beverages in the **Sell Most** category. They must make up no more than 20 per cent of all food choices and all beverage choices that are available for sale in all venues, through all programs, and at all events.

2.9 **Not Permitted for Sale** – Products in this category contain few or no essential nutrients and/or contain high amounts of fat, sugar, and/or sodium (e.g. deep fried and other fried foods, confectionery). Food and beverages in this category must not be sold in schools.

2.10 **School Managed Agreements** – Schools may make arrangements with local suppliers or vendors for the sale of foods and beverages, such as a local restaurant providing food on a hot lunch day, or a local source of fresh food. These agreements are not managed through a central contract with the Simcoe County District School Board (SCDSB). These agreements are referred to in Section 7 of the APM.

2.11 **Staff Room** – In all facilities in the SCDSB, it is understood that rooms may be designated as a staff room where staff and adult visitors are the primary occupants. All staff rooms are considered exempt from the standards for beverages as outlined in the Policy and APM. Within the Education Centre, the staff room is considered to be the cafeteria.

3. **Relevant Legislation**

3.1 *Healthy Food for Healthy Schools Act, 2008, S.O. 2008, c. 2 - Bill 8*

*Healthy Food for Healthy Schools Act, 2008, S.O. 2008, c. 2 - Bill 8* Subsection 8(1) of the *Education Act* establishes policies and guidelines with respect to nutritional standards for food and beverages and for any ingredient contained in food and beverages provided on school premises or in connection with a school-related activity; and requires boards to comply with the policies and guidelines established.
3.2 Ontario Food Premise Regulation O/Reg. 562

*Health Protection and Promotion Act, R.R.O. 1990, Regulation 562, FOOD PREMISES* sets out the parameters, standards and exemptions for food premises, vending machines, catering vehicles, etc.

3.3 School Food and Beverage Policy, Policy/Program Memorandum No. 150, October 4, 2010

The purpose of the School Food and Beverage Policy memorandum is to set out nutrition standards for food and beverages sold in publicly funded elementary and secondary schools in Ontario.

School boards are required to ensure that all food and beverages sold on school premises for school purposes meet the requirements of this memorandum, including the nutrition standards set out in this memorandum. The nutrition standards apply to all food and beverages sold in all venues (e.g. cafeterias, vending machines, tuck shops), through all programs (e.g. catered lunch programs), and at all events (e.g. bake sales, sports events).

4. School Food and Beverage Responsibilities

In accordance with the School Food and Beverage Policy No. 4260, all board personnel (SCDSB) have a responsibility to implement and ensure that food and beverages comply with the policy.

4.1 Superintendent Responsibilities

The superintendent responsible for Healthy Schools shall annually complete the School Board Tracking Sheet (FORM A7675 - 1).

4.2 Principal Responsibilities

Principals shall:

4.2.1 be aware of and ensure nutritional standards are met for foods and beverages that are sold in all programs, venues and events at their school;

4.2.2 complete the School Food and Beverage Planning and Tracking Form (FORM A7675 - 2) that summarizes the foods and beverages sold in the school through all programs, venues, and events as identified in this document. This plan will include consultation with school council and other applicable stakeholders (e.g. student council);

4.2.3 submit the plan to the appropriate area superintendent of education by October 15 of each year;
4.2.3.1 School principals may request support from a Public Health Dietitian from the Simcoe Muskoka District Health Unit (SMDHU) 1-877-721-7520 or www.simcoemuskokahealth.org.

4.3 Assistant Manager of Accounting and Purchasing

Assistant Manager of Accounting and Purchasing or designate must:

4.3.1 ensure that food service companies selling food and beverages through a centrally managed food service agreement comply with the School Food and Beverage Policy No. 4260;

4.3.2 ensure receipt of Annual Letter of Compliance (FORM A7675 - 3) from each contracted food service company.

5. Nutrition Standards and Compliance

5.1 Food and beverages sold on school premises for school purposes must meet the nutrition standards found in the Healthy Foods for Healthy Schools Act.

5.2 Where a contract for food and beverage provision is managed centrally by the SCDSB, a vendor will ensure compliance with the assistant manager of accounting and purchasing, or designate (FORM A7675 - 3).

5.3 Where food and beverages are procured at the school level (e.g. lunch programs, local suppliers, school grown - growing tower, greenhouse, outdoor gardens), the principal will ensure that food and beverages meet nutrition and food safety standards. Refer to Section 7 (School Managed Agreements).

5.4 Board staff may refer to the Ministry of Education School Food and Beverage Policy Resource Guide 2010 for guidance and support in managing compliance with this policy (Sell Most, Sell Least, Not Permitted for Sale) at www.edu.gov.on.ca/eng/healthyschools/PPM150_Resource_Guide_2010.pdf

6. Centrally Managed Contracts

6.1 The assistant manager of accounting and purchasing, or designate, will refer contracted food services providers to the environmental systems coordinator on the incorporation of the principles of the “3 R’s” – reduce, re-use, re-cycle; specifically, packaging used in the sale and distribution of food in the SCDSB shall be reusable whenever possible, and if not, must be recyclable or compostable under the current waste diversion programs in place, including cafeteria packaging and serving materials.

6.2 The assistant manager of accounting and purchasing, or designate, will ensure compliance by consulting with the SMDHU regarding nutrition and/or food safety concerns that arise throughout the duration of the food service contracts.
7. **School Managed Agreements**

7.1 Schools will ensure compliance to the *Healthy Food for Healthy Schools Act* with nutrition standards by:

7.1.1 using the approved vendor list posted on the SCDSB staff website, to identify potential local vendors of prepared food and beverages for school managed programs (e.g. lunch programs). This list can be found through the following links: Board>>Departments>>Purchasing>>Vendors of Record>> School Food and Beverage Approved Vendors List;

7.1.2 using the Ministry of Education tools and resources available online at [http://www.edu.gov.on.ca/eng/healthyschools/policy.html](http://www.edu.gov.on.ca/eng/healthyschools/policy.html) to assess all other food or beverage items not listed on the SCDSB vendor list;

7.1.3 referring vendors not found on the approved vendor list to the SCDSB website “Bid Opportunities” page, where vendors can find appropriate compliance forms ([www.scdsb.on.ca](http://www.scdsb.on.ca)). Vendors are required to complete and submit forms demonstrating compliance with ministry standards in order to be placed on the SCDSB Approved Vendor list (FORM A7675 - 4) [http://www.scdsb.on.ca/About%20Us/Pages/Procurement.aspx](http://www.scdsb.on.ca/About%20Us/Pages/Procurement.aspx).

7.2 Schools will adhere to the standards of APM A1420 Management, Response and Administration of Medication to Students with Life-Threatening and Non-Life Threatening Medical Conditions, to reduce risks for all students who suffer from severe, life threatening allergic reaction (anaphylaxis) to certain foods and beverages.

7.3 Wherever possible, food purchases shall be from local sources. Schools will refer to *Foodland Ontario’s Guide* to identify seasonal produce. To determine local sources of produce, schools will refer to [www.simcoecountyfarmfresh.ca](http://www.simcoecountyfarmfresh.ca). Schools will consider food purchases from local farms, community shared agriculture, other schools who are growing food, and farmers’ markets.

7.4 Schools should give consideration to the principles of the “3 R's” – reduce, re-use, re-cycle, in the practices of procurement, preparation, distribution and packaging of food. Packaging used in the sale and distribution of food in the SCDSB shall be reusable whenever possible, and if not, must be recyclable or compostable under the current waste diversion programs in place, including cafeteria packaging and serving materials.
8. Food Safety Standards

8.1 When planning events where foods and/or beverages will be served, schools will determine whether the food has been prepared in an inspected facility (such as a local restaurant or the school cafeteria), or comes from a person’s private home (e.g. pot luck or bake sale), or if it will be cooked at a temporary cooking area run by volunteers or staff (e.g. a school BBQ). If assistance is required in making this determination, schools can contact a health inspector at the SMDHU by calling 1-877-721-7520.

8.1.1 Food and beverages that originate from an inspected facility (e.g. restaurant, grocery store or school cafeteria) can be served in a school setting.

8.1.2 Food and beverages that originate from unknown sources or uninspected premises, (such as private homes, local or school growers – greenhouse spaces, growing towers, and outdoor gardens) may be permitted within the school setting. It is recommended that staff seek consultation with the local public health inspector before offering these items for sale at the school by calling 1-877-721-7520.

8.1.3 When preparing food on site, schools will comply with the food safety standards outlined in the Ontario Food Premise Regulation 562.

8.1.4 In areas where food is prepared, handled or stored, hand washing facilities must be provided. These facilities must include hand washing basins equipped with potable, hot and cold water under pressure, soap and air-dryers or disposable hand towels.

8.1.5 Food served at temporary cooking sites run by volunteers or staff should be pre-cooked (i.e. must say this on the packaging) and commercially prepared (i.e. prepared by a food company and purchased at a grocery store or restaurant). Hand washing facilities must be available on site for all food handlers involved with a temporary cooking site. It is highly recommended that volunteers complete a food handler certification course. Contact the local public health inspector to discuss food safety requirements.

8.1.6 Serving food that is not pre-cooked and commercially prepared could have food safety implications. Contact a health inspector by calling 1-877-721-7520 to discuss the community event you are planning.

9. Healthy School Committee

9.1 Principals are encouraged to establish a healthy school committee to support whole school approaches to addressing health and well-being, including assisting the principal in all matters related to the School Food and Beverage Policy.

9.2 Principals are encouraged to include school staff, students, parents and community stakeholders (e.g. health unit staff, representatives from local businesses, local agencies, etc.) on the healthy school committee.
10. Special Event Days

10.1 Schools may plan a total of up to 10 special event days within each school year and are encouraged to consider fewer days where possible. These days may not be transferred from one year to another or from one school to another.

10.2 When determining the special event days for the school year, principals shall consult with school council and, where appropriate, students.

10.3 Schools are encouraged to consider selling food and beverages that meet the ministry nutrition standards or use non-food related items for all special event days.

10.4 Using the School Food and Beverage Planning and Tracking Form (FORM 7675 - 2) annually, schools will identify up to ten special event days and ensure ministry and board compliance. This form will be submitted to the appropriate area superintendent of education by October 15 of each school year.

11. Nutritional Breaks and Environmental Concerns

11.1 All schools should provide at least 15 minutes to eat during nutritional breaks, excluding the time needed to get dressed for outdoors.

11.2 It is the responsibility of the principal to take reasonable steps to ensure the environment in which students eat is clean (washed and/or disinfected routinely) and safe (free of physical hazards).

11.3 Schools will encourage and provide time for hand-washing, whenever food is consumed.

12. Nutrition Education for Students, Parents, and Staff

12.1 Staff are expected to provide nutrition education to students in accordance with the Ontario Health and Physical Education Curriculum and additional credible Canadian resources including:

12.1.1 Ontario Physical and Health Education Association (OPHEA) resources at www.ophea.net;

12.1.2 Simcoe Muskoka District Health Unit Staff and Teacher Resources at www.simcoemuskokahealth.org;

12.1.3 Canada’s Food Guide and resource information at www.healthyeating.ca.

12.2 Schools are encouraged to access reliable Canadian healthy eating resources and information to educate parents and the wider community about nutrition. Contact the SMDHU for suggestions.
12.3 All staff are encouraged to involve students in promoting key messages related to healthy eating (e.g. announcements, posters, class presentations).

12.4 The principal or designate will, upon request, share the standards of the School Food and Beverage Policy No. 4260 with members of the school community (staff, students, school council members and parents).

12.5 Schools will include information regarding nutrition in home-school communications (e.g. newsletter, link on website) to support parents and staff in locating credible nutrition information.

First Issued June 2011
Revised December 2011, January 2016

Issued under the authority of the Director of Education
**SCHOOL BOARD TRACKING SHEET**

<table>
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<th>School Name</th>
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Sample
SCHOOL FOOD AND BEVERAGE PLANNING AND TRACKING FORM
To be completed and submitted to your Area Superintendent by October 15

School Name: ________________________________
Principal: ________________________________

PLANNING REQUIREMENTS
Complete the following questions related to the School Food and Beverage Policy at your school:

1. Do all venues, programs and events, other than exempt Special Event Days, comply with the 80/20 rule? Special Event Days (maximum 10) must be listed on the chart below.
   - Yes [ ] No [ ]

2. Are all food and beverages sold in your school prepared, served and stored in accordance with the safe food handling requirements Ontario Regulation 562?
   - Yes [ ] No [ ]

3. Have you considered environmentally-friendly practices when determining which food and beverages to sell in your school (e.g. excess packaging, ability to recycle)?
   - Yes [ ] No [ ]

4. Have you considered using, when available and where possible, food and beverages that are produced or grown locally?
   - Yes [ ] No [ ]

5. According to APM No. A7675, have you selected food service providers/vendors from the approved list? (If not, please contact the Assistant Manager of Accounting and Purchasing to discuss implications or next steps.)
   - Yes [ ] No [ ]

<table>
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<th>Date</th>
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ANNUAL LETTER OF COMPLIANCE – CENTRALIZED FOOD SERVICE CONTRACT PROVIDERS

Cafeterias with contracted services, hospitality programs, vending contracted services – i.e. where the food service provider offers food/beverages (Sell Most/Sell Less) and determines the menu selection (80/20 rule), as per PPM 150 School Food and Beverage Policy.

Company Name: ________________________________

Address: ______________________________________

________________________________________________________________________

________________________________________________________________________

Contact Name: ________________________________

Business E-mail Address: __________________________

Business Phone Number: __________________________

Cell Phone Number: ______________________________
(will not be posted on SCDSB website)

Venues/Program/Events that food and/or beverage is supplied for:

☐ Cafeteria
☐ Vending Machines
☐ Hospitality program
We/I, the above named Food Service Provider, have read and understand the requirements of the Ministry of Education School Food and Beverage Policy – Trans Fat and Nutrition Standards.

We/I have assessed the products that we are selling in your school(s) against the requirements of the School Food and Beverage Policy and confirm that:

- At least 80 per cent of all food choices and at least 80 per cent of all beverage choices offered for sale in any venue, program or event that we supply are from the **Sell Most** Category.

No foods or beverages will be sold at any venue, program or event that we supply will be from the **Not Permitted for Sale** category.

______________________________  ________________________________
Company Name  (please print)  Authorizing Name  (please print)

______________________________  ________________________________
Authorizing Signature  Date

Send signed and dated letters of compliance to:

Assistant Manager of Accounting and Purchasing  
Simcoe County District School Board  
1170 Highway 26  
Midhurst, Ontario  
L0L1X0
APPLICATION FOR REVIEW
OF FOOD OR BEVERAGE PRODUCTS
FOR SALE IN SCHOOLS

Terms and Conditions

All food and beverage products sold in schools for school purposes must meet the nutritional standards set by the Ontario Ministry of Education’s School Food and Beverage Policy.

Detailed information regarding the nutritional standards may be found at: http://www.edu.gov.on.ca/eng/healthyschools/policy.html.

Vendors must request a review by the Simcoe Muskoka District Health Unit (SMDHU) of any food or beverage product to determine compliance with the nutritional standards in the School Food and Beverage Policy in order for the product(s) to be offered for sale in Simcoe County District School Board (SCDSB) schools. Vendors must complete this form and include the following information as attachments:

- A list and description of food and beverage products that you are requesting to be sold in SCDSB schools (Example: whole wheat six inch ham and cheese sub sandwich).
- A Nutrition Facts Table for each food or beverage product, if one exists.
- A list of ingredients for each food or beverage product.
- A list of any condiments that will be offered with each food product.
- A copy of the ordering form that students/families will use to order the food or beverage product.
- Any other information that might be useful to determine nutrient information for the food or beverage product.

The SCDSB works in partnership with the SMDHU to assess the nutrient information for foods and beverages that may be sold in SCDSB schools.
The SMDHU will make every effort to maintain confidentially. The information collected on this form will be used by the SMDHU for the purpose of evaluating products and making recommendations to the SCDSB and will be retained by the SMDHU.

**Food Safety**

Food vendor premises must be regularly inspected to ensure compliance with Ontario Regulation 562 Food Premises. For additional information, contact the Health Connection at 705-721-7520 or 1-877-721-7520.

**Acknowledgment and Signatures**

Your signature indicates agreement to the terms and conditions outlined on this form and the requirement to notify the SMDHU of any alterations to the food or beverage products on the list provided. Any alterations to items included on a previously approved list will require the vendor to submit a new application for approval.

---

**Company Name** *(please print)*  
**Address**

---

**Contact Name**

---

**Title**

---

**Business Phone Number**

---

**Business Email Address**

---

**Authorizing Name** *(please print)*

---

**Authorizing Signature**

---

**Date**