



ADMINISTRATIVE PROCEDURES

SUBJECT: SCHOOL FOOD AND BEVERAGES

1. Principals will promote the consumption of healthy food and beverages in schools in compliance with [Ministry of Education Policy/Program Memorandum No. 150](#) as healthy eating habits contribute to improved student learning.
2. Principals will communicate to educators and education workers, cafeteria staff, volunteers and school councils the Ministry of Education School Food and Beverage [Policy](#), [Resource Guide](#) and website and the Board's
3. School Food and Beverages [policy](#) and [regulations](#).
4. At the start of each school year Principals will consult with the school council to determine the ten events that will be exempted from the food and beverages policy. The diversity of students and staff must be taken into consideration in order to accommodate religious and/or cultural needs.
5. Staff and volunteers will be made aware that energy drinks and energy bars will not be given or sold to student-athletes.
6. Preference must be given to the most desirable food choices found in the Ministry guidelines in the "Sell Most" category. Foods in this category are generally low in fat and sodium, are fortified and high in fiber and calcium. For more details, refer to pages 4 and 71 to 82 of the [Ministry of Education School Food and Beverage Policy Resource Guide, 2010](#)
7. The least desirable food choices are those that are found in the Ministry guidelines in the "Not Permitted" category. Foods in this category are generally high in fat and sodium, low in fiber and calcium and are not fortified. For more details, refer to pages 4 and 71 to 82 of the Ministry of Education School Food and Beverage Policy Resource Guide, 2010.

8. Principals will provide a Letter of Compliance (attached) to Off-Site Food Service Supplier.
9. Off-Site Food Service Supplier must contact the local Public Health Unit and provide to them a copy of the product list which includes nutrition facts and serving sizes for approval. Foods offered for approval will be from the Sell Most category.
10. The Public Health Unit will provide confirmation to the Public Relations Officer of the completed Off-Site Food Service Supplier Letter of Compliance.
11. The Public Relations Officer will update the list of approved [Food & Beverages vendors](#) based on approval from the local Public Health Unit.

Implementation Date: March 28, 2022

Reference: LKDSB [Policy](#), [Regulations](#), Food and Beverages
[Ministry of Education School Food and Beverage Policy](#)
[Healthy Food for Healthy Schools Act 2008](#)
[Ontario Regulation 200/08 Trans Fat Standards](#)
[Ministry of Education School Food and Beverage Policy Resource Guide, 2010](#)
LKDSB [Policy](#), [Regulations](#) and [Administrative Procedures](#)
Fundraising and Canvassing

**OFF-SITE FOOD SERVICE SUPPLIER
 LETTER OF COMPLIANCE**

Name of Off-Site Food Service Supplier: _____

Address: _____

Contact Name: _____

Contact Email: _____ Contact Phone #: _____

Name of School: _____

We/I, the above named Off-Site Food Service Supplier, have read and understand the requirements of the Ministry of Education's School Food and Beverage Policy.

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

- All food and all beverage choices offered for sale in schools are from the *Sell Most* category.
- The attached product list, which includes nutrition facts and serving size must be reviewed and approved by a Registered Dietitian of the local Public Health Unit.
- Food services must be approved and inspected by a Public Health Inspector, in accordance with the Food Premises Regulations 562-90.
- Requesting approval for the purpose of community based fundraising by schools.
- It is understood that the Lambton Kent District School Board and its schools are under no obligation to utilize the services of Off-Site Food Service Suppliers or Fundraising Corporations who meet Letter of Compliance regulations.

 Signature of Off-Site Food Service Supplier

 Date

Off-Site Food Service Suppliers are to fax completed Letter of Compliance to attention of the Registered Dietitian with the Public Health Unit in your area:

Chatham-Kent Public Health Unit
 Municipality of Chatham-Kent
 Att: Jennelle Arnew, RD, BSc, MSc
 Phone: 519-352-7270 ext. 2493
 Fax: 519-352-2166
 Email: jennellea@chatham-kent.ca

County of Lambton
 Lambton Public Health
 Att: Connie VanBellinghen, RD, BSc.
 Phone: 519-383-8331 ext. 3349
 Fax: 519-344-2025
 Email: connie.vanbellinghen@county-lambton.on.ca

 I have reviewed the attached product list, which includes nutrition facts and serving size and confirm that it meets the requirements of the *Sell Most category*.

 Signature of Registered Dietitian with the
 Public Health Unit

 Date