OSNP
ontario student nutrition program
SOUTHWEST REGION

Ontario Student Nutrition Program

PROGRAM BINDER

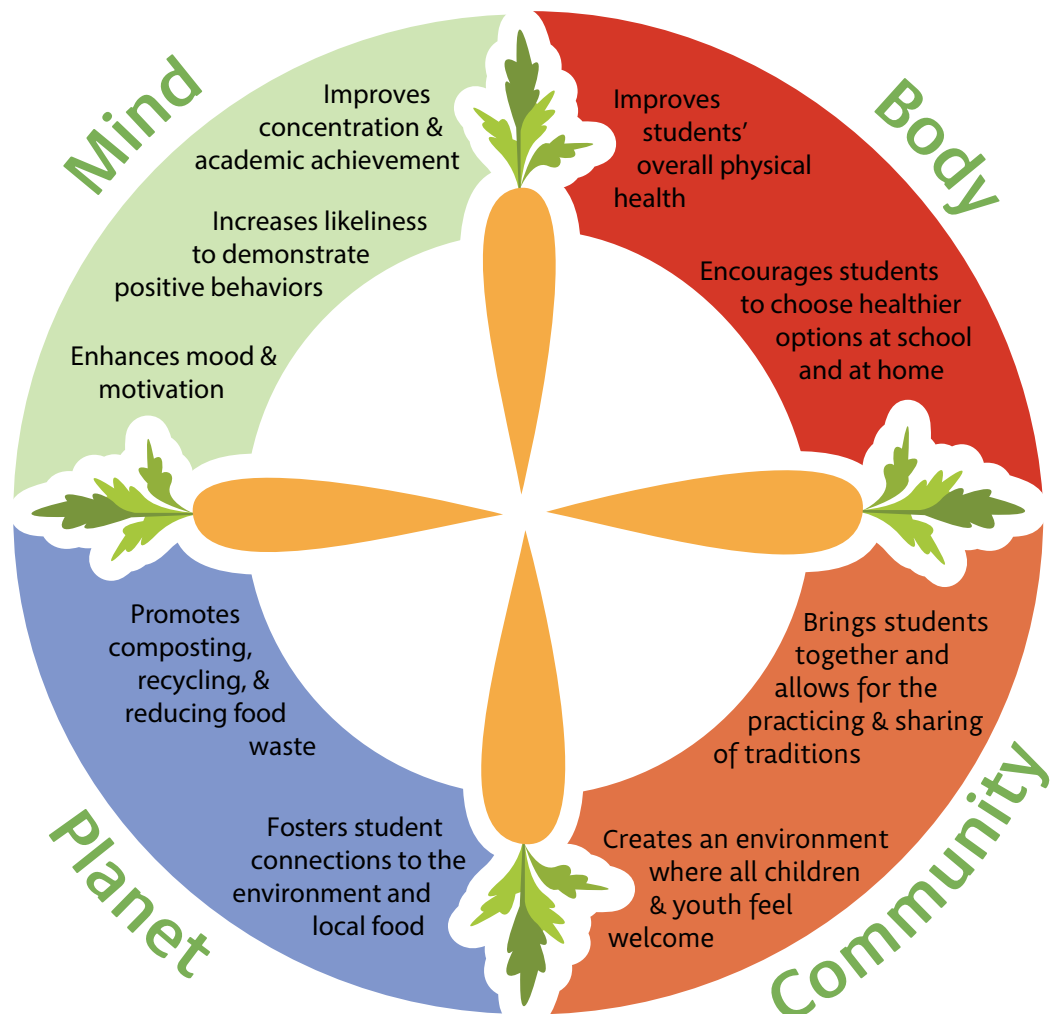## 2022/2023

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Mandate

OSNP is mandated by the Ministry of Children, Community and Social Services (MCCSS) to provide funding and support to schools to supply healthy snacks/meals during school hours.

Mission

OSNP's mission is to ensure students in Southwestern Ontario have universal access to healthy meals and/or snacks at school.

Impact

"[Student Nutrition Programs] help provide school-age children and youth across Ontario with access to nutritious meals and/or snacks in schools so that they are engaged in their learning, experience a sense of belonging at school, and develop healthy eating habits." – Student Nutrition Ontario

Mind
- Improves concentration & academic achievement
- Increases likeliness to demonstrate positive behaviors
- Enhances mood & motivation

Body
- Improves students' overall physical health
- Encourages students to choose healthier options at school and at home

Planet
- Promotes composting, recycling, & reducing food waste
- Fosters student connections to the environment and local food

Community
- Brings students together and allows for the practicing & sharing of traditions
- Creates an environment where all children & youth feel welcome

Healthy and Nutritious Foods

Always refer to the MCCSS nutrition guidelines when purchasing food items for your program. Found here: https://files.ontario.ca/mccss-2020-student-nutrition-program-guidelines-en-2021-11-29.pdf

Look for foods that are:
- Minimally processed
- A good source of nutrients such as fiber, calcium, and iron
- Low in sugar, sodium, and saturated fat

> **Ensure a veg/fruit is offered with every snack or meal**

Reporting

You are required to report on:
- The number of days the program operates
- The number of healthy snacks/meals prepared that month (#students per day x #days)
- The number of volunteers supporting your program (including staff members and student helpers) and the total number of volunteer hours
- Donated items and/or donated/fundraised/ granted funds
- Receipts of food purchased and served in your Student Nutrition Program (SNP)

> **Each monthly report must be submitted by the 15th day of the following month**

Below are reporting requirements specific to the School Food Delivery (SFD) Stream and the Traditial Grant Stream

SFD Stream: Invoices for items delivered through SFD DO NOT need to be uploaded. Receipts for items served as part of your OSNP program purchased by the school with fundraised/ donated/granted dollars DO need to be uploaded.

Traditional Stream: all receipts for purchases made with OSNP funds DO need to be uploaded, as well as receipts for items served as part of your OSNP program purchased by the school with fundraised/donated/ granted dollars

Please refer to Appendix A for step by step directions for completing your monthly reports, as well as the FAQ for further information

Food Safety

Safe Food Handling is an important part of running a Student Nutrition Program

- Ensure Food Handlers Certification practices are followed when serving food in your SNP

- Keep track of the year the Certification was completed by staff or volunteers, as renewal is required every 5 years

- Food Handlers Certification is available through Ontario Public Health Units. As well, a list of Ministry of Health approved providers can be found here: https://www.health.gov.on.ca/en/pro/ programs/publichealth/enviro/

Ensure at least one member of your team has completed the Food Handlers Certification

Fundraising

As outlined in your OSNP Contract, your school is required to generate revenue in support of your SNP. OSNP grant funding is seed funding for your program, and is approximately enough to sustain one food group throughout the school year. This means that fundraising is required to supplement the program in order to meet requirements of serving two (snack) or three (meal) food groups.

If your Student Nutrition Program is not supplemented with raised funds, it is not possible to operate as intended and required by OSNP and MCCSS.

Refer to Appendix B for a Fundraising Ideas resource

Aim to fundraise 15% of your total OSNP grant allocation to sustain a vibrant program

PROGRAM STREAMS

Traditional Grant Funding Stream

- Your school's grant allocation will be deposited in 3 installments, at the start of each program phase (Sept, Jan, April)
  - *Tip:* budget your funding to finish up at the end of the phase it was deposited, you will receive a new deposit for the next phase. If you do not spend funds in the time-frame they are intended for, you risk the next deposit being reduced or held back in an attempt to avoid a surplus
- All OSNP funds must be spent by the end of the school year, June 16, 2023. OSNP reserves the right to request that unspent funds be returned or removed from future grant deposits.
- Your spending is reflected in the receipts uploaded to your monthly reports, please ensure these are accurate.

School Food Delivery (SFD) Stream

- Your school's grant allocation will be flowed directly into the purchase of produce items, which will be delivered to your school weekly. Your school will not receive a grant deposit, rather a delivery of physical food items.
- All items will be pre-washed and in bulk
- In order to make changes to your delivery, please reach out to your Community Development Coordinator (CDC) by noon on Tuesday of the week before delivery
- You can find the weekly menu here: https://docs.google.com/document/d/10KEmRs2QgoqFFDzS6vlMzf5PqtgLJI3nuRuO1XeuKKY/edit, as well as on osnp.ca under the School Food Delivery (SFD) tab
- Our delivery partner for the 2022/2023 school year is Produce Express. Additional items can be ordered here to be delivered alongside your SFD delivery.
  - All orders have a $75 minimum and must be placed by 11:59PM the Wednesday before delivery
  - For any inquiries or to create an account, call (519) 539-9333 ext. 7 or email schools@fresherproduce.ca

Regardless of the program stream (SFD or Traditional), your school will be enrolled in either a snack or meal program, each requires:

Healthy Snack Model

- **1 Veg/fruit + 1 other food group** (Protein or Whole grain)
  - These food groups will be reflected in uploaded receipts

Veg/Fruit
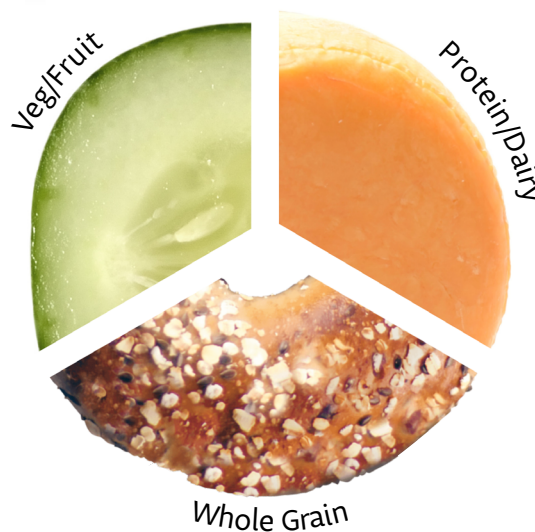
Protein/Dairy

or

Whole Grain

SFD Stream:
- Veg/fruit items are delivered
- Whole grain and/or protein items must be purchased

Traditional Stream:
- Veg/fruit items must be purchased
- Whole grain, and/or protein items must be purchased

Healthy Meal Model

- **1 Veg/fruit + 2 other food groups** (Protein & Whole grain)
  - These food groups will be reflected in uploaded receipts

Veg/Fruit

Protein/Dairy

Whole Grain

SFD Stream:
- Veg/fruit items are delivered
- Both whole grain and protein items must be purchased

Traditional Stream:
- Veg/fruit, whole grain, and protein items must be purchased

All items must meet MCCSS Nutrition Guidelines. Refer to Appendix C for sample menus

Phase 1: Sept - Dec

- Traditional Grant Stream programs will receive the first installment of their grant deposit
- SFD programs will begin to receive Veg/Fruit deliveries on **Sept 19th, 2022**
- Site visits by your CDC will take place Oct-Dec
- The Great Big Crunch is **Thursday October 20th, 2022**!
- Opportunity for Traditional Grant Stream programs to opt-in to Phase 2 of SFD, your CDC will be in touch

Phase 2: Jan - March

- Traditional Grant Stream programs will receive the second installment of their grant deposit
- SFD programs will continue to receive Veg/Fruit deliveries seamlessly
- **March** is Nutrition month!
- Opportunity for Traditional Grant Stream programs to opt-in to Phase 3 of SFD, your CDC will be in touch

Phase 3: April- June

- Traditionally funded programs will receive the third and final installment of their grant deposit
- SFD programs will continue to receive Veg/Fruit deliveries seamlessly, wrapping up the week of **June 12th**
- All programs will complete a program renewal application with the option to enroll in Phase 1 of SFD for the 2023/2024 school year

Site Visits

We want to come see the great work you are doing! The annual site visit is intended to provide support to your Student Nutrition Program as well as check-in on operations to ensure your program is well equipped for success.

- Your CDC will reach out to set up an in person site visit around Oct/Nov, this will occur a minimum of one time per year
- Focus will be on the topics of Nutrition, Food Safety, Equity/Inclusion, Engagement, Program Planning, Program Sustainability, and Food Literacy
- Prepare to go through day to day operations with your CDC and be ready with any questions or comments

Please see appendix D for example site visit form

Year End

For a smooth transition into the next school year, take some time to close up your Student Nutrition Program before summer break

- Take an inventory of foods left in your pantry and/or fridge around May, check expiry dates
- Aim to have spending completed by June 16, 2023, and prepare to have your June report completed by June 23, 2023
  - *Tip: reference your Year to Date report to keep track of funds and to make sure your receipts match*
- Your CDC will reach out to discuss surplus funding and leftover gift cards and vouchers

Your Local CDC

Chatham-Kent
Allan Davies
(519) 352-7270 ext. 2444
alland@chatham-kent.ca

Sarnia Lambton
Leslie Palimaka
(519) 383-8331 ext. 3011
leslie.palimaka@county-lambton.on.ca

Elgin
Charlotte McDonald
(519) 207-1040
eat2learn@gmail.com

Oxford
Shannon Carman
(519) 421-9901 ext. 3533
scarman@swpublichealth.ca

Grey-Bruce
Bev Gateman
(519) 364-5820 ext. 191
bev_gateman@bwdsb.on.ca

Huron-Perth
Jaclyn Shewchuk
(613) 217-4595
jaclyn.shewchuk@von.ca

Middlesex-London
Jody Winegarden
(519) 521-5976
jody.winegarden@von.ca

Katherine Hogendoorn

katherine.hogendoorn@von.ca

Windsor-Essex
Robin Tetreault
(226) 759-3714
robin.tetreault@von.ca

Michelle Bonadonna
(226) 757-2072
michelle.bonadonna@von.ca

OSNP Regional Team

Regional Manager
Amy Donaldson
(226) 235-4977
amy.donaldson@von.ca

Administrative Coordinator & Quality Lead
Cathy Talbot
cathy.talbot@von.ca

Supervisor of Community Relations
Danielle Findlay
danielle.findlay@von.ca

Supervisor of Food and Logistics
Jillian McCallum
jillian.mccallum@von.ca

Food Safety

If you have an immediate food safety concern please contact your local Public Health Inspector contact below, or your local Public Health Unit to ask for the Public Health Inspector on duty:

Chatham-Kent

Scott Dawson
(519) 352-7270 ext. 2445
scottda@chatham-kent.ca

Sarnia Lambton

Jenna Armitage
(519) 383-8331 ext. 3556
jenna.armitage@county-lambton.on.ca

Elgin

Rachel Dunbar
(519) 631-9900 ext. 1331
rdunbar@swpublichealth.ca

Huron-Perth

Jessica VanGeffen
1-888-221-2133 ext. 2299
jvangeffen@hpph.ca

Grey-Bruce

Chimere Okoronkwo
c.okoronkwo@publichealthgrey
bruce.on.ca

Windsor-Essex

Jenny Tan
(519) 258-2146 ext. 1463
jtan@wechu.org

Middlesex-London

Environmental Health General Inspection Line
(519) 663-5317
inspections@mlhu.on.ca

Oxford

Public Health Inspection General Line
(519) 421-9901 ext. 3520
environmentalhealth@swpublichealth.
ca

FAQ

1. **When do my monthly reports need to be completed?**
   By the 15th of the following month. For instance, your September report is due by October 15th.

2. **What receipts do I need to upload?**
   All receipts for items served as part of your OSNP program, purchased with OSNP funds and/or fundraised/donated/granted funds need to be uploaded.

3. **I receive an error message when attempting to upload receipts, what do I do?**
   This likely means the file you are attempting to upload is too large. Try uploading multiple smaller files as opposed to one large one. Please note: only PDF, JPG, and PNG file types are accepted.

4. **How do I report different types of funding?**

   - *OSNP grant funding* is from the provincial government, specifically, the Ministry of Children, Community and Social Services. The sum of these funds DOES NOT need to be inputted on your monthly report nor noted as a donation as it will be pre-populated in your schools Year to Date report. Please upload receipts of all purchases made with these funds.

   - *Toonies for Tummies gift cards* are from the Grocery Foundation and allocated through OSNP. The sum of these funds DOES NOT need to be inputted on your monthly report or notated as a donation as it will be pre-populated in your schools Year to Date report. Please upload receipts of all purchases made with these funds.

   - *Breakfast Club of Canada (BCC) funding* is from Breakfast Club of Canada and allocated through OSNP. The sum of these funds DOES NOT need to be inputted on your monthly report or notated as a donation as it will be pre-populated in your schools Year to Date report. Please upload receipts of all purchases made with these funds.

   - *Granted funds* (ex. Presidents Choice Children's Charity) are applied for by the school and granted to the school. These funds DO need to be inputted on your monthly report. In the month funds are received, input the lump sum under Section D. "Funding Received at School Level, grant or Presidents Choice Grant". Please upload receipts of purchases made towards your OSNP program with these funds.

   - *Fundraised funds* are funds raised by the school. These funds DO need to be inputted on your monthly report. In the month funds are raised, input the lump sum under Section D. "Funding

Received at School Level, In-School Fundraising". Please continue to report lump sum amounts the same way for subsequent fundraisers, in the month they were raised. Please upload receipts of purchases made towards your OSNP program with these funds.

- *Donated funds* are funds donated directly to the school by parents or community organizations/service clubs. These funds DO need to be inputted on your monthly report. In the month funds are received, input the lump sum under Section D. "Funding Received at School Level, Parent Donations or Corporate or Community Donations". Please continue to report lump sum amounts the same way for subsequent donations, in the month they were donated. Please upload receipts of purchases made towards your OSNP program with these funds.

Please note: Granted, fundraised, and donated funds should be used according to expectations assigned upon acquisition. All purchases made toward your OSNP program must meet MCCSS Nutrition Guidelines

5. What are day to day operations?
- Shopping, preparing, and serving program food
- Recording the number of days run, snacks/meals served, volunteer hours, and all receipts for the month
- Submitting completed monthly reports on time (by the 15th of the following month)
- Establishing weekly menus based on MCCSS Nutrition Guidelines
- Fundraising and submitting grant applications to support your SNP

Appendix A: Webtracker

Step 1: Open and Login to Webtracker
- Go to osnp.ca
- Select "Webtracker Sign In" from the top right corner of the menu bar
- Both your username and password are the school's Mident #

Step 2: Select the month you will be completing

Step 3: Complete Section A: *Days Operating and Number of Meals and/or Snacks Prepared*
- Input the Number of Days Operating for the month
- Input the Number of Meals/Snacks prepared for the month.
  - This can be determined by multiplying the number of meals/snacks prepared daily by the number of days operating
  - Count any complete meal (3 food groups) or snack (2 food groups) made available to your students, regardless if all, half, or none of the snack was eaten.
- Add comments to the "Capacity Reason" text box regarding PA Days, Holidays, School Closures, etc.

B. Volunteer Support

Volunteers include anyone (staff, students, parents, etc) who helped make the program possible.

# of Volunteers [ ]

Total number of volunteers (count each individual that helped in the program this month as one volunteer)

Hours Worked [ ]

Total number of volunteer hours worked

C. Donated Items

Instructions: Please enter the total dollar value and description for each of the following. For coupons or vouchers, enter the number redeemed

Source	Amount	Description and Source
Food		
Equipment		
Egg Farmers of Canada Coupons (# of coupons redeemed)		
Grocery Foundation vouchers (# of vouchers redeemed)		

D. Funding Received at School Level

Source	Amount	Description and Source
Parental Donations		
In-School Fundraising		
Corporate or Community Donation or Grant		
Community Partnership		
President's Choice Grant for Food received as cash		
President's Choice Grant for Food received as gift cards		
President's Choice Grant for Equipment		

E. Cash Out – Receipt Uploads (for Food, Consumable Supplies and Equipment)

use the + button to add each Receipt

⊕	Upload Date	Staff	Amount	Note

Step 4: Complete Section B: *Volunteer Support*

- Input the number of volunteers that help with your SNP, this includes school staff and coordinators
- Input the total number of volunteer hours dedicated to your SNP for the month

Step 5: Complete Section C: *Donated Items*

- Input the estimated value of donated products, if any, along with a description of the product and its source, in the month it was received
- Record the number of Vouchers or Coupons used

Step 6: Complete Section D: *Funding Received at School Level*

- Input any funding donations, fundraised funds, and/or granted funds as a lump sum in the month they were received, along with a description of their source

Step 7: Complete Section E: *Cash Out – Receipt Upload*

- Select the "+" button to upload a receipt, this will open another window

Step 8: Upload Receipt/s
- Choose either "Food and Consumables" or "Equipment" from the description drop down menu
- Input the total of the receipt or receipts in the file next to "Receipt Amount"
- Make any necessary comments in the "Note" section
- Select "Choose File" which will allow you to select the appropriate file from your computer.
  - Note: only PDF and JPG file types can be uploaded
- Select "Save & Close" from the top tool-bar

Step 9: Sign Off
- Enter your name at the bottom of the report as it will not save if left blank

Step 10: Save & Close
- Select "Save & Close" at the top of the report
- This will submit your monthly report
- You can go in and edit any submitted monthly reports until the end of the school year. Remember to save any changes made

Year to Date Report

Step 1: Open and Login to Webtracker

- Go to osnp.ca
- Select "Webtracker Sign In" from the top right corner of the menu bar
- Both your username and password are the school's Mident #

Step 2: Open your Year to Date Report

- Select "Year to Date Report" from the top toolbar
- Then again, "Year to Date Report - 2022-2023", this will open a new window
- Select "show", which will bring up your year to date report

Understanding your Year to Date Report

First Two Rows

- This is where you will find details of your OSNP Program

School Name	Mident #	Community		
TestWE (TestWE)	TestWE	Windsor-Essex		

OSNP Funded Program Type	Program Days/Week	Program Weeks	Total in Program	# in School
	3		50	

Summary of Funds Received

Summary of Funds Received	Amount ($)
Total OSNP Flowed Funding including Ministry, BCC, Toonies cash (Sept 2021-Dec 2021)	
Total OSNP Flowed Funding including Ministry, BCC, Toonies cash (Jan 2022-Mar 2022)	
Total OSNP Flowed Funding including Ministry, BCC, Toonies cash (Apr 2022-Jun 2022)	
Total OSNP Flowed Gift Cards (Toonies Cards)	
TOTAL OSNP FLOWED FUNDING (SEPTEMBER 2021-JUNE 2022)	
School Generated Funds (i.e. fundraisers, PCCC funding, funding from local partnerships)	0
TOTAL FUNDING RECEIVED THIS SCHOOL YEAR (SEPTEMBER 2021 - JUNE 2022)	0
Total OSNP Funds Redirected to Support School Food Delivery Program (if applicable)	0

Total OSNP Flowed Funds: these include Ministry Grant funds, Breakfast Club of Canada Funds, and Toonies Cash (not gift cards)
- Traditional stream: You will find the amount of your grant deposit in each phase here
- SFD: The amount of $0 will be displayed here as your grand deposit goes directly into purchasing veg/fruit

Total OSNP Flowed Toonies Cards: Your Toonies for Tummies gift card allocation amount will be listed here

TOTAL OSNP FLOWED FUNDING: An up to date sum of *Total OSNP Flowed Funds* and *Total OSNP Flowed Toonies Cards* will be shown here

Total Generated Funds: The sum of all funds inputted under "Parent Donation", "In-School Fundraising", "Corporate or Community Donation or Grants", and/or "President's Choice Children's Charity" will be shown here

TOTAL FUNDING RECEIVED THIS SCHOOL YEAR: The sum of *TOTAL OSNP FLOWED FUNDING* and *Total Generated Funds* will be shown here

Monthly Report Summary

All inputs into your monthly reports will be summarized here

Month	Program Days	Snack or Meals Served	Avg # Students Served	# of Volunteers	Volunteer Hours	Uploaded Food Receipts	Uploaded Equipment Receipts	Total Spent (Food + Equip)	Total non-OSNP funds Rec'd
Sep 2021	1	10	10	1	0	0	0	0	0
Oct 2021		0	0	0	0	0	0	0	0
Nov 2021		0	0	0	0	0	0	0	0
Dec 2021		0	0	0	0	0	0	0	0
Jan 2022		0	0	0	0	0	0	0	0
Feb 2022		0	0	0	0	0	0	0	0
Mar 2022		0	0	0	0	0	0	0	0
Apr 2022		0	0	0	0	0	0	0	0
May 2022		0	0	0	0	0	0	0	0
Jun 2022		0	0	0	0	0	0	0	0
Total	0	10	10	1	0	0	0	0	0

Uploaded Food Receipts: the sum of all food and consumables receipts uploaded to your monthly reports will appear here
- Keep an eye on this total to ensure it matches your personal records

Uploaded Equipment Receipts: the sum of all equipment receipts uploaded to your monthly reports will appear here
- Keep an eye on this total to ensure it matches your personal records

Total Spent: the sum of Uploaded Food Receipts and Uploaded Equipment Receipts will be shown here

	Totals
Remaining Balance of OSNP Funds (must spend all OSNP funds by June 2022)	0
Remaining Overall Balance (total of all funds received minus total food and equipment receipts uploaded)	0
Total Program Food Costs (including value of food donations and School Food Delivery Program if applicable)	0

Vouchers/Coupons (Sept - June)	Received	Used	Remaining
Grocery Foundation Vouchers	0	0	0
Egg Coupons	0	0	0

Balance Summary

Remaining Balance of OSNP Funds: The difference of *TOTAL OSNP FLOWED FUNDING* minus the total *Total Spent* will be shown here. This will tell you if you are in a surplus of OSNP funding and risk having your OSNP grant deposit reduced or held back in the next phase, or if you will need to return funds at the end of the year.

- If this number is negative, it simply means that you have spent more than you have received from OSNP by spending fundraised, donated, or granted funds

Remaining Overall Balance: The difference of *TOTAL FUNDING RECEIVED THIS SCHOOL YEAR* minus *Total Spent* will be shown here. This will tell you the amount of funds you have to spend and can be used as a tool to help you budget for the school year.

Total Program Food Costs: The sum of total Uploaded Food Receipts and donated food and consumables items inputted in your monthly reports.

Vouchers/Coupons

- Summary of Vouchers/Coupons received, used, and remaining
- Those used will be reflected from your monthly reports

	Amount
Estimated Value of donated product	0
Parental Donations	0
In-School Fundraising	0
Corporate or Community Donation or Grant	0
Community Partnership	0
Presidents Choice Grant for Food received as cash	0
Presidents Choice Grant for Food received as gift cards	0
Presidents Choice Grant for Equipment	0

Other Funds Summary

- Any funds recorded in your monthly report under Donated Product, Parental Donations, Fundraising, Corporate or Community Donations or Grants, and Presidents choice Grants are shown here as the total
  - Ex. If your school raises $200 in October and $500 in January, the In-School Fundraising row will show $700

Fundraising: Suggestions and Ideas

Direct Ask	• Letters to:
	   • Parents
	   • Community organizations
	   • Service Clubs
	   • Religious organizations
	   • Local businesses
	   • Local municipalities
	• Local granting streams

School Level	• Salad bar day • Smoothie day • Soup day • Healthy hot lunch day • Family dinner night • Spirit days (hat day, crazy hair day, jersey day, etc.) • Movie night • Dress down/dress up days • Fun fair • Family BBQ night
Third Party Fundraisers	• Fresh from the Farm Fundraiser • Plantables Fundraiser • Partner with local business to donate a portion of proceeds from a planned event
Other ideas	• School food drives - cheerios, granola bars, something specific • Place a donation check box on school payment forms • Have the option to donate on the School's Cash Online program
Grants	• Presidents Choice Children's Charity • Speak Up • F2CC Salad Bar Grants

APPENDIX C: SAMPLE MENUS

Healthy Snack Model: 1 Veg/Fruit + 1 other food group

	Offer 1 full food guide serving of:	Offer 1 full food guide serving of 1 other food group:		Limit to 1 item per meal:
	Vegetable/fruit	**Protein/Dairy**	**Whole Grain**	**Miscellaneous Foods to Limit**
	• 1/2 cup veg/fruit (fresh, frozen, or canned in water) • 1 medium whole fruit • 1/4 cup dried fruit • 1/4 cup fresh salsa	• 1 cup milk • 50g cheese • 3/4 cup yogurt • 2 eggs • 1 small hummus container • 125 mL (1/2 cup) canned fish	• 1 slice bread • 1/2 bagel, english muffin, pita, or tortilla • 30g cold cereal • 3/4 cup hot cereal • 30g crackers	• 1 Tbsp. jam, cream cheese, honey, or salad dressing • 1 tsp. non-hydrogenated margarine or butter
Monday	1/2 cup sliced green peppers	1 *Black Diamond Cheestring*		
Tuesday	1 apple		6 *Christie Triscuits* low sodium crackers	
Wednesday	1/2 cup baby carrots	1 mini hummus		
Thursday	1/2 cup mixed berries	3/4 cup yogurt		
Friday	1/2 cup sliced cucumbers		1/2 whole grain bagel	1 Tbsp cream cheese

Healthy Meal Model: 1 Veg/Fruit + 2 other food groups

	Offer 1 full food guide serving of:	Offer 1 full food guide serving of:	Offer 1 full food guide serving of:	Limit to 1 item per meal:
	Vegetable/fruit	**Protein/Dairy**	**Whole Grain**	**Miscellaneous Foods to Limit**
	• 1/2 cup veg/fruit (fresh, frozen, or canned in water) • 1 medium whole fruit • 1/4 cup dried fruit • 1/4 cup fresh salsa	• 1 cup milk • 50g cheese • 3/4 cup yogurt • 2 eggs • 1 small hummus container • 125 mL (1/2 cup) canned fish	• 1 slice bread • 1/2 bagel, english muffin, pita, or tortilla • 30g cold cereal • 3/4 cup hot cereal • 30g crackers	• 1 Tbsp. jam, cream cheese, honey, or salad dressing • 1 tsp. non-hydrogenated margarine or butter
Monday	1 cup romaine lettuce	50g mozzarella cubes	1/2 whole grain pita	1 Tbsp. Caesar dressing
Tuesday	1 medium banana	1 cup milk	30g *Quaker Corn Bran Squares* cereal	
Wednesday	1 mini cucumber	2 hard boiled eggs	1 slice whole grain bread	1 tsp butter
Thursday	1 medium slice cantaloupe	50g cheddar cheese slices	6 *Breton Original* crackers	
Friday	1/2 cup broccoli florets	3/4 cup yogurt	1 *Kashi 7 Grains with Quinoa* granola bar	

Site Visit Form

OSNP ontario student nutrition program
SOUTHWEST REGION

Date: _____
SFD or Traditional: _____
Students Applied for: _____
Days/Week Applied for: _____

Program: _____
Primary Contact: _____
Students Participating: _____
Days/Week Program is Running: _____

Nutrition	
Meal: Offers one vegetable or fruit PLUS one protein AND one whole grain food **OR** Snack: Offers one vegetable or fruit PLUS one protein food OR one whole grain food	
Food & beverages offered meet the MCCSS Nutrition Guidelines	
Drinking water is always available	
Offers new and different flavours, textures and colour combinations.	
Serves seasonal and local food when possible.	
Additional Resources or Follow Up Required/Other Comments:	

Food Safety	
Safe food handling practices are used when handling, storing and preparing food	
PHI Inspection Complete	
At least one volunteer trained/certified in Safe Food Handling*	
Adheres to Ontario Food Premises Regulation (Preparing and storing food/beverages, dishwashing, refrigeration, cleaning)	
School's anaphylaxis policy consulted/followed	
Additional Resources or Follow Up Required/Other Comments: Please note any equipment needs.	

*MCCSS Guidelines require certification for programs that serve any high-risk foods. Ontario Food Premises Regulation 493/17

Program Planning	
Webtracker reports are accurate and up to date	
Environmentally friendly practices are used whenever possible (such as using reusable or recyclable dishes and utensils. Waste is minimized from food, packaging and disposable items	
SNP centralized purchasing system is used	
Additional Resources or Follow Up Required/Other Comments: Please list what vendors program uses.	

SFD Sites:	
Quality of produce is satisfactory:	Yes/No/Comment:
Quantity of produce is satisfactory:	Yes/No/Comment:
At times during the year, OSNP is able to offer additional product donations, often on short notice and some which require refrigeration (eg cheese strings, yogurt, granola bars). Would you like to receive additional donations if available?	Yes/No
Do you have adequate storage and refrigeration space to receive and store donated products?	Yes/No

Follow Up Required/Other Comments:

Program Sustainability	
Operates as a financially sustainable, cost shared model. Program receives funding and donations from diverse and safe sources (eg parental contributions, school generated funds, other grants, community donors)	
Has strong partnerships between students, parents, school administration, teachers, OSNP Coordinator, volunteers, local community groups and public health	
Utilizes sufficient volunteers to share the workload to avoid "volunteer burnout"	
Additional Resources or Follow Up Required/Other Comments: Please note specific grants or donations program accesses.	

Equity/Inclusion	
Program is universal and non-stigmatizing	
All students are aware of the program. The environment encourages a sense of community and is welcoming and inclusive for all.	
Offers food choices that are inclusive of the faiths and cultures of the school community.	
Additional Resources or Follow Up Required/Other Comments: Please Comment on how students are made aware of the program.	

Engagement Strategies	
Involves children, youth, parents and volunteers with program planning.	
Involves children and youth with food preparation and clean up where possible.	
Provides an eating environment that is positive and encourages pleasant conversation.	
Additional Resources or Follow Up Required/Other Comments:	

Food Literacy	
While food literacy is not a part of our program mandate, research shows that it can amplify the benefits of SNPs by getting students excited about choosing, trying and eating healthy options.	
Program has a food literacy component (eg curriculum links, experiential learning opportunities)*	
Please provide more information about food literacy initiatives if applicable:	

*Food literacy is not a requirement of MCCSS

APPENDIX E
The Gold Standard
Student Nutrition Program

Based on a combination of documented best practices, the review of international programs, input from subject matter experts, and following the Ministry of Children, Community and Social Services guidelines, the following are the seven characteristics of a "gold standard" Student Nutrition Program (SNP):

NUTRITION

- Offers a variety of nutritious foods that meet the MCCSS Nutrition Guidelines (Student Nutrition Program Nutrition Guidelines, 2020: Section 3: food and beverage choice tables | Ontario.ca)
- The snack or meal program (depending on what the school is funded for) provides 2-3 food groups and includes a serving of vegetables and/or fruit
- Offers new and different flavours, textures, and colour combinations. Encourages students to try new items. Serves seasonal and local (Ontario grown) food items when possible.

FOOD SAFETY

- Has clean and adequate kitchen facilities and equipment in the food preparation area, food serving area, food storage area
- Uses safe food handling practices to prepare food safely. Has at least one volunteer who is trained/certified in safe food handling. Consults with CDC and local health unit for information about how to safely handle, store and prepare food.
- The school's anaphylaxis policy is consulted and followed.

PROGRAM PLANNING

- Engages a knowledgeable, well-trained and committed School Program Lead
- Uses environmentally friendly practices whenever possible, such as using reusable or recyclable dishes and utensils. Waste is minimized from food, packaging and disposable items.
- Determines how much time is available for children and youth to eat, providing at least 20 minutes for meals, when possible.
- Includes program budgeting, monitoring and evaluation on a regular basis. Completes and submits accurate reports on time.

PROGRAM SUSTAINABILITY

- Operates as a financially sustainable, cost shared model. Program receives funding and donations from diverse, safe and reliable sources (eg OSNP, parental contributions, school raised funds, grants and community donors)
- Has strong partnerships between students, parents, school administration, teachers, volunteers, CDC, local community groups (businesses, religious institutions, etc.), school board level staff, and public health
- Utilizes sufficient volunteers to share the workload to avoid "volunteer burnout"

EQUITY & INCLUSION

- Universal and non-stigmatizing. SNP Is offered to all students within a school who can benefit from the program (since schools offer a key opportunity for intervention), or in a nearby community-based environment
- All students are aware of the program. The environment encourages a sense of community and is welcoming and inclusive for all.
- Offers food choices that are inclusive of the faiths and cultures of the school community.

ENGAGEMENT STRATEGIES

- Involves children, youth, parents and volunteers with program planning. Involves children and youth with food preparation and clean up where possible.
- Provides an eating environment that is positive and encourages pleasant conversation. Minimize distractions, such as screens.
- Emphasizes a positive relationship between program supervisors and students. Adequate supervision is provided.

FOOD LITERACY & HEALTH PROMOTION

- Integrates food and nutrition knowledge into the school program via curriculum links and experiential learning opportunities
- Respects that the appetites of children and youth can change for a variety of reasons. Encourages students to listen to their hunger and fullness cues. If a student is full but has not finished their food, they are not pressured to eat more. Likewise, food is not withheld from a student if it's thought they have had enough.
- Avoid offering food as a reward or an incentive.