



## YORK REGION DISTRICT SCHOOL BOARD

### Procedure NP #135.0, Food Services

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#### **Executive Summary**

The York Region District School Board encourages students and staff members to make choices that support and recognize their health, well-being, success and religious and ethical practices. To help support this, the provision of food and vending services and elementary lunch programs must be aligned with [Canada's Food Guide](#) and the Ministry of Education's [School Food and Beverage Policy](#).

#### **Stakeholder Groups with Responsibilities under this Procedure**

- Director of Education
- Administrative, Legal and Trustee Services
- Plant Services
- Purchasing Services
- Elementary and Secondary School Principals
- Vending Machine Contractors and Secondary School Food Service Providers

#### **Relationship to Board Priorities**

The Food Services policy addresses the goal of student and staff mental and physical well-being by ensuring that healthful food and beverage choices are available in York Region District School Board schools.

#### **Providing Feedback**

Questions about this policy and/or procedure should be raised with your principal, manager or supervisor. If additional clarification is required, principals, managers and supervisors may contact the lead superintendent and/or subject matter expert and Trustee Services.

In accordance with [Board Policy 285.0, Board Policies, Procedures and Supporting Documents](#), the Board welcomes all comments and suggestions on Board policy.

Input is an important component of the review process. If you feel a policy and/or procedure needs to be revised, feedback may be submitted through the school council or by submitting the online form. In your response please:

- outline clearly the specific section(s) of the policy and/or procedure in which you are not comfortable,
- suggest specific alternate wording to reflect your position, and
- identify the reason(s) for your concern(s).

Specific recommendations or questions about the review process should be submitted using the online form or sent to the Policy Officer via email at [policy.committee@yrdsb.ca](mailto:policy.committee@yrdsb.ca), or via telephone at 905-727-0022 extension 2570 or in hard copy at [The Education Centre – Aurora](#).

## **Legislative Context**

[Ministry of Education’s School Food and Beverage Policy and Standards](#)

## **Related Documents**

[Healthy Schools and Workplaces](#)  
[Equity and Inclusivity](#)

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property, or partaking/volunteering in Board or school-sponsored events and activities, will respect the policies and procedures of the Board.



# Procedure NP #135.0

## Food Services

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### 1. Procedure Statement

This procedure outlines how the provision of food and vending services and elementary lunch programs will be supported by the Board to ensure students and staff members can make healthful choices that support and recognize their health, well-being, success and religious and ethical practices.

The provision of food and vending services and elementary lunch programs must be aligned with [Canada's Food Guide](#) and the Ministry of Education's [School Food and Beverage Policy](#).

### 2. Responsibilities

#### 2.1 The Director of Education shall:

- a) allocate staff and resources to support the Food Services procedure.

#### 2.2 Administrative Services shall:

- a) work with Purchasing Services to complete a procurement process for the operation of secondary school cafeterias that;
  - support the health, well-being, success and religious practices of students; and
  - operates regionally
- b) ensure the food service and vending machine operator;
  - complies with appropriate directives, legislation, regulations, guidelines and Board policies and procedures,
  - offers a variety of healthful, hot and cold food choices,
  - annually submits a list of all items, with the appropriate pricing for each item, for approval by Administrative Services,
  - submit monthly product sales reports for each secondary school; and
  - establish uniform food and vending pricing and portions in all cafeterias
- c) approve expenditures on equipment repairs above \$750.00; and;
- d) approve purchases of cafeteria equipment.

#### 2.3 Purchasing Services shall:

- a) lead the procurement process to select a food services and vending machine operator for secondary school cafeterias that supports students and recognizes their health and well-being, success and religious practices region-wide;
  - b) work with Administrative Services to administer the contracts for food service and vending machine operators;
  - c) create service contracts for the repair and/or replacement of any cafeteria equipment;
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- d) forward all equipment repair expenditures over \$750.00 to Administrative Services for approval; and
- e) forward all purchases for cafeteria equipment to Administrative Services.

**2.4 Secondary School Principals shall:**

- a) ensure only Board-contracted food service providers operate food services in all secondary schools except where the student instructional program provides food services and that the food provided supports students and recognizes their health and well-being, success and religious and ethical practices;
- b) approve how proceeds from cafeteria sales are used to support student achievement and well-being; and
- c) coordinate the reporting of cafeteria equipment requiring repair to Plant Services.

**2.5 Elementary School Principals shall:**

- a) sell milk in 250 ml containers to students if the demand warrants the service;
- b) consult and follow the appropriate directives, legislation, regulations and guidelines for elementary lunch programs and permitting selected private suppliers to enter school premises in order to provide such services;
- c) approve how the proceeds from elementary lunch programs are used to support student achievement and well-being; and
- d) consult and share information with school councils about how elementary lunch programs support students.

**2.6 Plant Services shall:**

- a) review, in consultation with Administrative Services , all proposed equipment installations and facilitate the installation of the necessary infrastructure to comply with all applicable codes and regulations;
- b) create work orders as soon as possible when equipment issues are identified; and
- c) request repairs to cafeteria equipment through Purchasing Services.

**2.7 The Food Service and Vending Machine Operator shall:**

- a) ensure notices are posted stating that products may contain allergens such as, but not limited to nuts, to which individuals may be allergic;
- b) ensure that individuals are given notice that food nutrition information is available regarding products sold in schools;
- c) adhere to all applicable directives, legislation, contractual obligations, regulations, guidelines and Board policies and procedures;
- d) provide all small wares to provide cafeteria services in secondary schools;
- e) submit monthly financial reports to Administrative Services;

- f) ensure a variety of healthy, hot and cold food is offered in school cafeterias and vending machines;
- g) submit a list of all items, with the appropriate pricing for each item, annually for approval to Administrative Services; and
- h) establish uniform food and vending pricing and portions in all cafeterias.

### **3. Definitions**

#### **3.1 Elementary Lunch Programs**

Optional, alternative lunches for students provided by private suppliers selected by individual schools. Parents enter into direct agreement with the supplier for the contracting of this service.

#### **3.2 Healthful Choices**

Foods and beverages that comply with acts, regulations, directives and guidelines established by the federal and provincial government, including Canada's Food Guide and the Ministry of Education's School Food and Beverage Policy.

### **4. Contact**

Administrative, Legal and Trustee Services

### **5. History**

Approved: 1990

Amended: 2001

Working Document: May 2012, December 2017

Revised: 2007, February 2013, July 2018, October 2022